

# 2008-2010 GENERAL CATALOG



***The Smart Choice for Your  
Future!***

**Updated: September 24, 2009**

# 2008-2010 GENERAL CATALOG

## CISCO JUNIOR COLLEGE

Cisco Junior College District

Cisco, Texas

Cisco Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Cisco Junior College.

**Note:** The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

### ***PROGRAMS APPROVED BY:***

American Society of Health Systems Pharmacists  
Commission on Accreditation of Allied Health Education Programs  
National League for Nursing Accrediting Commission  
Texas Board of Nursing  
Texas Department of Licensing and Regulation  
Texas Higher Education Coordinating Board

### ***MEMBER OF:***

American Association of Community Colleges  
Association of Texas Colleges and Universities  
National Council of Instructional Administrators  
National Junior College Athletic Association  
National League for Nursing  
Northern Texas Junior College Athletic Association  
Southwest Junior College Football Conference  
Southwest Theatre and Film Association  
Texas Association of Community Colleges  
Texas Association of Deans and Directors of Professional Nursing Schools  
Texas Association of Music Schools  
Texas Association of Schools of Art  
Texas Community College Teachers Association  
Texas Organization of Associate Degree Nurses

It is the policy of CJC to provide equal employment, admission and educational opportunities without regard to race, color, religion, national origin, sex, age or disability.

Information contained in this document was current at the time of publication. Please consult our on-line catalog at [www.cjc.edu](http://www.cjc.edu) for updated information.

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# **CALENDAR 2008-2010**

Cisco Junior College offers the following semesters:

*FALL*  
*WINTER MINI-MESTER*  
*SPRING*  
*MAY-MESTER*  
*LONG SUMMER*  
*SUMMER I*  
*JULY-MESTER*  
*SUMMER II*

Please check our website ([www.cjc.edu](http://www.cjc.edu)) or our current printed schedule of classes for these important dates:

*ONLINE REGISTRATION*  
*CARGO SEMINARS*  
*ABILENE LATE REGISTRATION*  
*CISCO LATE REGISTRATION*  
*FIRST CLASS DAY*  
*LAST DAY TO PAY*  
*HOLIDAYS*  
*LAST DAY TO REGISTER*  
*LAST DAY TO DROP WITH A 'W'*  
*FINAL EXAMS*  
*SPRING BREAK*  
*GRADUATION DATES*  
*LAST DAY TO PAY FOR PRE-REGISTERED UPCOMING SEMESTER*



# ADMINISTRATION

As prescribed by state law, policy-making functions and supervisory oversight of the College are vested in a Board of Regents. Nine board members delegate professional responsibility for daily operations to the College President and a staff of administrators.

## ***BOARD OF REGENTS***

BRAD KIMBROUGH .....	PRESIDENT
JOE COOPER .....	VICE PRESIDENT
MARTHA DAVIS .....	SECRETARY
DR. GARY HARRIS .....	MEMBER
CHARLES HUMPHRIES .....	MEMBER
RONNIE LEDBETTER.....	MEMBER
ALLEN MASTERS .....	MEMBER
LLOYD MCGREW .....	MEMBER
RICKY J. WHATLEY .....	MEMBER

## ***COLLEGE ADMINISTRATORS***

COLLEEN SMITH .....	PRESIDENT
JOE BUTLER .....	DEAN OF DISTANCE LEARNING AND INSTRUCTIONAL TECHNOLOGY
DANI DAY .....	VICE PRESIDENT OF INSTRUCTION
JERRY DODSON .....	VICE PRESIDENT OF STUDENT SERVICES
CAROL DUPREE.....	PROVOST OF THE ABILENE EDUCATIONAL CENTER
AMY EVANS .....	DIRECTOR OF INSTITUTIONAL RESEARCH AND ADVANCEMENT
GARY FITSIMMONS .....	DIRECTOR OF LIBRARY SERVICES
STEVE HUDMAN .....	DEAN OF STUDENTS
RANDY LEATH .....	DEAN OF COUNSELING
OPEN .....	DEAN OF ACADEMIC AFFAIRS
OLIN O. ODOM, III .....	DEAN OF ENROLLMENT MANAGEMENT
JOHN PARCHMAN .....	ATHLETIC DIRECTOR
BOBBY W. SMITH.....	EXECUTIVE VICE PRESIDENT
CHARLOTTE NIX SPEEGLE .....	DEAN OF TECHNICAL AND WORKFORCE EDUCATION
AUDRA TAYLOR .....	DEAN OF BUSINESS SERVICES

# GENERAL INFORMATION

## *HISTORY*

The history of Cisco Junior College (CJC) began in 1909 when O.C. Britton, a prominent early-day educator, gained the support of far-sighted Cisco citizens in opening a private school known as Britton Training School. This institution operated successfully until military involvement in World War I so depleted the number of students that it was forced to close.

In 1923, the Christian Church of Texas reopened the institution as Randolph College and operated it until 1932 as a four-year church-related school. Financial shortages plagued the College, and from 1932 until 1936, officials tried to keep the school open as a two-year junior college. When this effort failed, the College was again closed.

On May 8, 1939, after months of planning and consultation with state officials, Cisco citizens succeeded in getting legislation enacted which created CJC as a part of the Cisco Independent School District. R. N. Cluck, superintendent of Cisco schools, who had devoted years to the project, became its first president. Randolph College properties were purchased; the College was formally opened in September 1939, and the first students enrolled in 1940. Such was the success of this venture that, in 1956, the College was separated from the public schools, and a Board of Regents was elected.

Today, CJC serves the West Central Texas area in two locations: the main campus at Cisco and an educational center at Abilene. CJC is a vibrant two-year institution that offers a variety of academic transfer and career and technical education programs. It is an affordable, accessible college that provides practical educational options for its students.

Responsible leadership, dedicated faculty, outstanding students and a supportive community have served to make CJC the leading two-year institution in West Central Texas.

## *MISSION*

The mission of Cisco Junior College is to provide high-quality learning opportunities that promote student success in an ever-changing global environment.

Cisco Junior College seeks to encourage life-long learning and enhance the quality of life in the communities it serves by maintaining an open-door admissions policy and providing a comprehensive array of learning, service, and life experiences that will motivate and challenge students. In order to meet the needs of a diverse constituency, the College offers a variety of programs and courses in academic higher education, workforce development, and personal growth development. Faculty participate in continued professional development with a commitment to research and innovation as a basis for curriculum development. Associate's degrees designed for transfer to a university, associate's degrees and certificates designed for direct entry into the workforce, and opportunities for job skills continuing education and personal life enrichment are all a part of the dynamic offerings found at Cisco Junior College. Support services complement the focus on learning and assist the faculty in helping students pursue their educational goals at Cisco Junior College. Developmental studies designed to help students prepare for college-level course work and a variety of student success

programs are instrumental in providing students with a strong foundation for achieving their goals.

As a member of the Texas state system of publicly supported institutions of higher education, Cisco Junior College provides the educational programs and supporting activities prescribed by the Texas Legislature, the Texas Higher Education Coordinating Board, and the Cisco Junior College Board of Regents. The College seeks to be effective in accomplishing its mission by employing an institutional effectiveness program of learning, assessment, planning, evaluation, and improvement activities

### ***MISSION AND VISION GOALS***

1. ***Offer Life-long Learning Opportunities:*** Offer high-quality, life-long learning opportunities in academic transfer programs, career and technical programs, continuing workforce development, developmental college-preparatory course work, faculty and staff development, and personal enrichment.
2. ***Focus on Students:*** Focus on students through caring and responsive faculty and staff and through support services that promote access, opportunity and student success.
3. ***Provide a Life-long Learning Environment:*** Provide an environment with appropriate facilities, resources, and staffing that support the life-long learning mission of the college.
4. ***Enhance Quality of Life:*** Initiate programs, activities and opportunities that enhance quality of life, encourage tolerance for diversity, engage in the service of others, and partner with the community to meet various educational needs.

### ***ETHICS AND PHILOSOPHY***

At Cisco Junior College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The college is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the college community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the college to the greater community. College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and learn. Cisco Junior College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The college strives to meet these responsibilities with fairness, accountability and integrity.

## ***GUIDING PRINCIPLES***

The principles that guide our expectations of learning and working together at Cisco Junior College reflect our values as a community of learners and educators. The college's commitment to ethical standards is demonstrated through these principles.

**Learning:** We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco Junior College.

**Respect:** We respect and value each and every student and employee as a unique individual making an important contribution to the College.

**Integrity:** We work and interact with honesty, integrity, and mutual trust—looking beyond self interests and without hidden agendas.

**Communication:** We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.

**Cooperation:** We work together to achieve common goals, offering support and building consensus.

**Joy:** We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.

**Innovation:** Always striving to improve, we encourage innovation and risk taking without the fear consequences for unsuccessful endeavors.

## ***LOCATION***

Cisco is conveniently located in Eastland County between Fort Worth and Abilene, where Highways 183, 206 and 6 intersect Interstate 20.

The area enjoys a moderate climate with an average temperature of 64.9 degrees, an average rainfall of 28 inches and an altitude of 1,600 feet. Farming, ranching, oil and factories bolster the economy. The terrain consists of low, rolling hills of red clay, dotted with groves of post oak trees and low-lying areas of sandy loam where pecan and mesquite trees intersperse the oaks.

The 92-acre campus in Cisco rests atop a hill one mile north of the town and presents a beautiful view of the surrounding country. Nearby Lake Cisco provides exceptional recreational activities, and West Central Texas is a mecca for dove, quail, turkey and deer.

The city of Cisco provides churches of many faiths, a supportive local government, and several dining and lodging options as well as excellent public schools. The moral atmosphere is wholesome with a minimum amount of crime, and the nearly 4,000 people are friendly and supportive of the College and its students.

Forty miles west of Cisco is home to CJC's second location. The Abilene Educational Center, opened in 2004, offers a full schedule of classes. The 38-acre site at 717 E. Industrial Boulevard in Abilene has served to enhance the outreach and impact of CJC in West Central Texas. The state-of-the-art 72,000 sq. ft. facility offers wireless capabilities and can accommodate up to 3,000 students.

Over 114,000 friendly people who take great pride in their hometown and the Western heritage of the area live in Abilene. It is known as the commercial, educational, medical and cultural center of a 22-county trade area and is home to Dyess Air Force Base.



## ***DISTANCE LEARNING AT CJC***

In pursuit of its stated mission “to provide high-quality learning opportunities that promote student success in an ever-changing global environment,” CJC attempts to be inclusive and flexible in its offerings by reaching out to all persons. The College offers a wide variety of educational opportunities and services to the constituents of its service area from the home campus at Cisco; at out-of-district locations, via online instruction or hybrid instruction (a combination of online and face-to-face instruction); and through interactive television classrooms. The College seeks to operate as one institution by integrating policy, procedure, personnel, services and programs as appropriate to the location, circumstance and need. In all activities, institutional goals and objectives, especially for educational offerings, seek to achieve the same expected educational outcomes; appropriate assessment procedures seek to evaluate effectiveness in meeting the needs of constituents and for the improvement of institutional programs and services.

## ***VIRTUAL COLLEGE OF TEXAS***

Distance learning courses not in the catalog or schedule may be available to CJC students through a statewide consortium, the Virtual College of Texas. Individual courses are available through the virtual college and may be viewed on the web at <http://ciscoljcollege.vct.org/credit>.

Although Virtual College of Texas courses may originate from any one of the more than forty public college participants in the state, they have the same tuition, admission procedures and requirements, Texas Success Initiative requirements, and appear on an academic transcript like any other CJC courses.

For Virtual College courses, students will have access to the advisement, library and support services, as well as all other activities of the CJC system. Depending on the course, exams may be completed online, through the CJC Counseling Office, or through appropriate arrangements at an approved high school or other off-campus site.

Additional information on courses offered through the Virtual College may be obtained via e-mail ([amy.callan@cjc.edu](mailto:amy.callan@cjc.edu)) or by calling (325) 794-4421.

## ***STATEMENT OF EQUAL OPPORTUNITY***

CJC does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in: the recruitment and admission of students; the availability of student loans, grants, and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; the recruitment and employment of faculty and staff; or the operation of any programs and activities as specified by federal laws and regulations. The equal opportunity coordinator and coordinator for compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972 is the Director of Human Resources.

CJC provides the necessary services to help students obtain the maximum benefits from the College experience, as well as adding enrichment and satisfaction to their personal development.



## ***NONDISCRIMINATION AND DISABILITY SERVICES POLICY***

It is the policy of CJC to provide equal employment, admission, and educational opportunities without regard to race, color, religion, national origin, sex, age, or disability. It is also the policy of the College to provide information and reasonable accommodations to disabled students on an individual basis. For information, students should contact the Counseling Office, (254) 442-5000, for the Cisco Campus; or (325) 794-4400, for the CJC Abilene Educational Center.

## ***HOW TO ENROLL AT CISCO JUNIOR COLLEGE***

1. Study this catalog.
2. Secure an application for admission and other admission papers. An application for admission is available online at [www.cjc.edu](http://www.cjc.edu); point to Future Students; click on Enrolling in college; click on Applications.
3. Complete the application for admission and other admission papers and return them to the Dean of Enrollment Management.
4. Be certain that an official transcript of all high school and/or college work is received by the Dean of Enrollment Management.
5. Before being cleared for online registration, a student must submit placement test scores for the Texas Success Initiative (THEA, ACCUPLACER, ASSET or COMPASS) or submit proof of exemption from the testing requirements of the Texas Success Initiative. Testing information is listed on pages 11-13 of this catalog. If a student has not taken a test, he/she may contact the Counseling Office for information on taking the ACCUPLACER.
6. In addition to meeting Texas Success Initiative requirements, a first-time college student must also attend CARGO (Cisco Advisement Registration Group Orientation) before being cleared for online registration. CARGO will prepare a new student for college, assist with course selection, and provide instruction in online registration. Although transfer students must also meet Texas Success Initiative requirements before they will be cleared for online registration, they are not required to attend CARGO. Transfer students should seek assistance with course selection before registering.
7. All correspondence pertaining to admissions and enrollment should be sent to: Dean of Enrollment Management, Cisco Junior College, 101 College Heights, Cisco, Texas 76437.

# ADMISSION

Applications for admission should be directed to the Dean of Enrollment Management. The student is responsible for meeting all admission requirements; failure to do so within a reasonable period of time after registration may cause the student to be placed on non-credit status for work in which he is enrolled.

## *ADMISSION REQUIREMENTS*

Individuals may be admitted to credit classes at CJC by any one of the following methods:

1. **HIGH SCHOOL GRADUATION**  
Graduates of accredited high schools satisfy minimum admission requirements.
2. **EXAMINATION**  
An applicant may be admitted without a high school diploma if the high school class to which the applicant belonged has graduated, the applicant is at least 17 years old and has passed the General Education Development (GED) Test.
3. **TRANSFER FROM ANOTHER COLLEGE**  
Applicants transferring from another institution must submit an official transcript of their college or university record. Transfer students are eligible to enroll at CJC if they are eligible to enroll in the college from which they are transferring. The following conditions restricting the transfer of credits apply:
  - A. Students who are on suspension from the last college attended will be requested to submit a petition for review by the Admissions Committee. Admission may be granted on an individual basis.
  - B. Courses taken for credit in which a student has earned a passing grade may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Students are unable to transfer credits from any U.S. institution not so accredited. Transfer credit will not be given for developmental, remedial, or any other non-degree credit course.
  - C. Transfer students seeking a degree from CJC must obtain an evaluation of transfer credits. The evaluation of transfer credits is done on a course-by-course basis by the CJC Counseling Office and will assist the student in preparing the proper degree plan. Approved courses transferred to CJC will be documented on the student's academic transcript.
  - D. Any student who plans to transfer credit from a college outside the U.S. must have the credits evaluated on an individual basis.

- E. If a student transfers courses, only the semester hours and the grade points will be posted on the CJC transcript.
4. **EARLY ADMISSIONS PROGRAMS**  
High School students who have complied with the requirements of the Texas Success Initiative, with written approval of their high school principal, may enroll for a class load not to exceed two college credit courses per semester. However, under special circumstances that indicate a student with exceptional academic abilities is capable of college-level work, based on such factors as ACT or SAT scores, and other assessment indicators, the Dean of Distance Learning and Instructional Technology may grant exceptions to this requirement.
5. **INDIVIDUAL APPROVAL**  
Students who have completed high school, but have not passed the TAKS, may be admitted for one semester. Any person who is not a graduate of an accredited high school may be admitted to any class below the sophomore level on the basis of satisfactory performance on a standardized entrance examination (ACT, SAT, GED), personal recommendations, or other criteria which are determined to be necessary by the College in order to make a valid admissions decision.
6. **SPECIALIZED ADMISSIONS**  
Admission requirements in certain technical programs may vary. These variations are noted under the specific programs in this catalog.
7. **ADDITIONAL REQUIREMENTS AND PROCESS FOR INTERNATIONAL STUDENTS**
- A. To enroll at CJC, international applicants must have all of the following items on file in the Office of Admissions by July 15, to register for the fall semester; by November 15, for the spring semester; and by April 10, for the summer semester. The Immigration and Naturalization Service Form I-20 will not be issued without the following items on file in the Office of Admissions:
- Application for admission (be sure to indicate whether you will be attending in Cisco or Abilene),
  - Health insurance (ask about the recommended updated health insurance policy),
  - First-time student \$250 non-refundable application fee,
  - Current address (including phone number and e-mail address), and
  - Emergency contact person in U.S.

- Official verification of freedom from infectious diseases (including tuberculosis) by proper test records and records of immunization for:
  - Diphtheria (within 10 years),
  - Tetanus (within 10 years),
  - Poliomyelitis (Types I, II, & III),
  - Mumps,
  - Measles, and
  - Rubella.
- Official copies of secondary school record and transcripts from all colleges attended.
- Confirmation of Financial Resources Form and financial evidence of USD \$15,000 (such as a bank statement or letter from the bank). Both documents must not be older than six months at the time a student begins classes.
- If English is not the native language, the TOEFL (Test of English as a Foreign Language) is required. Website: [www.ets.org/toefl](http://www.ets.org/toefl)  
Score report minimum scores: Paper-based Test–525; Computer Test–197; Internet Test–71. Institution Code: 3553.
- Any documentation showing proof of dependents (if applicable).
- A copy of the front page of the passport, showing the name, country of origin and the expiration date of the passport.
- Signed Statement of Understanding returned to the Admissions Office.
- Students applying within the U.S. must submit the following items in addition to those listed above:
  - A copy of the visa,
  - A copy of the I-94 card (front and back),
  - A copy of the current I-20 (all three pages), and
  - An Advisor’s Report completed by the current International Student Advisor.

***SUBMIT ALL ITEMS TO:*** International Student Coordinator, Cisco Junior College, Admissions Office, 101 College Heights, Cisco, TX 76437. See website for application, Confirmation of Financial Resources, Statement of Understanding, and Advisor’s Report at [www.cjc.edu](http://www.cjc.edu), under International Admissions. If these items are not in place, the international student will be unable to register and subject to termination of F-1 status.

**B. REGISTRATION FOR INTERNATIONAL STUDENTS:**  
International students are not allowed to register online. They must first check with the International Student Coordinator in

person at the above address, by phone at (254) 442-5131, or fax at (254) 442-5100. Students must provide the following:

- Updated health insurance policy,
- First-time student \$250 non-refundable application fee,
- Current address, including phone number and e-mail address, and
- Emergency contact person in U.S.

If these items are not in place, the international student will be *unable* to register and subject to termination of F-1 status.

### ***ADMISSION STEPS***

Completion of the following is necessary to gain admission to CJC:

1. **APPLICATION FOR ADMISSION:**  
Application for admission is available online at [www.cjc.edu](http://www.cjc.edu).
2. **OFFICIAL TRANSCRIPT:**
  - High School – An official transcript from an accredited high school must be filed with the Dean of Enrollment Management before full admission is granted.
  - Transfer students – All official transcripts must be presented before students transferring from other colleges can be accepted. The transcripts must also show evidence of honorable dismissal. Do not send partial or incomplete transcripts unless requested to do so.
3. **TEXAS SUCCESS INITIATIVE:**  
Submit scores for the Texas Success Initiative a student has (ACCUPLACER, THEA, ASSET or COMPASS) or submit proof of exemption. If a student has not taken the test, he/she must contact the Counseling Office for testing information.
4. **HEALTH EXAMINATION:**  
A student wishing to participate in Collegiate Athletics at CJC must have a physical examination at his own expense by his own medical doctor and submit the results on the Health Certificate to the appropriate Athletic Coach.
5. **RESIDENCY INFORMATION:**  
Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident. See the CJC website, [www.cjc.edu](http://www.cjc.edu), to access the Oath of Residency form and answer these questions. Submit the completed form to the Admissions Office.
6. **PAYMENT OF TUITION AND FEES:**  
**A student is not officially enrolled until the completion of the**

**payment process.** The payment process for fall, spring, or long summer sessions can be completed as follows:

- a. A student may pay tuition and fees in full prior to the beginning of the semester, or
- b. A student may contract with FACTS Management Co. for an installment payment plan. To learn more about this installment payment plan, review the brochure provided by CJC or access e-Cashier on the CJC website at [www.cjc.edu](http://www.cjc.edu), or
- c. A student may use awarded financial aid if it is of sufficient amount to meet the minimum required payment, or
- d. A student may use a contractual arrangement with a third-party. In this case, it is the student's responsibility to make certain that the CJC Business Office has copies of all necessary paperwork.

## ***TESTING REQUIREMENT***

### **TEXAS SUCCESS INITIATIVE**

The Texas Success Initiative is a program designed to ensure students attending public colleges and universities in Texas have the necessary reading, math and writing skills to be successful in college-level coursework. The Texas Success Initiative involves an assessment component (ACCUPLACER, THEA, ASSET or COMPASS test) and includes both an individual advising component and a developmental education program for those students who do not pass all parts of an assessment. Students who are not exempt from the Texas Success Initiative (see exemptions below) must present ACCUPLACER, THEA, ASSET or COMPASS test scores in order to register. Students who are exempt must present official documentation of their exemption in order to register. Students who need to test may contact the Counseling Office for information on testing.

### **TEXAS SUCCESS INITIATIVE EXEMPTIONS**

Students are exempt from the requirements of the Texas Success Initiative if they provide official documentation of one of the following:

- ✓ Have graduated with an associate's or bachelor's degree from a Texas state-supported institution of higher education.
- ✓ Are serving on active duty as a member of the armed forces of the United States, the Texas National Guard or as a member of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment.
- ✓ Were, on or after August 1, 1990, honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or as a member of a reserve component of the armed forces of the United States.

- ✓ Students may be exempt from one, two or all three sections of the Texas Success Initiative if they have met standards on one of the following tests:
  - ACT—composite score of 23 or higher and a minimum of 19 on the English section will exempt a student from the reading and writing sections of the THEA. A composite score of 23 or higher and a minimum of 19 on the math section will exempt a student from the math section of the THEA. Scores must be less than 5 years old at the time of registration and from a national test administration.
  - SAT—a combined verbal score (critical reading) and mathematics score of 1070 or higher and a minimum of 500 on the verbal (critical reading) section will exempt a student from the reading and writing sections of the THEA Test. A combined verbal (critical reading) and mathematics score of 1070 or higher and a minimum of 500 on the math section will exempt a student from the math section of the THEA Test. Scores must be less than 5 years old at the time of registration and from a national test administration.
  - TAKS—a minimum scale score of 2200 and an essay score of 3 or higher on the English Language Arts on the 11th Grade exit-level TAKS will exempt a student on the reading and writing sections of the THEA. A minimum scale score of 2200 on the math section of the 11th grade exit-level TAKS will exempt a student on the math section of the THEA. Test scores must be less than 3 years old at the time of registration.

#### **TEXAS SUCCESS INITIATIVE WAIVERS (TEMPORARY WAIVERS)**

A student enrolling in a Level I Certificate Program will have Texas Success Initiative testing requirements waived as long as the student enrolls only in the coursework for a Level I Certificate. Unless otherwise exempt, a student will need to take the ACCUPLACER prior to enrolling for coursework outside a Level I Certificate towards his/her degree. (Students applying to the LVN program need to take the ACCUPLACER or THEA for advisement.)

Students who attended a private or out-of-state university for the previous semester may attend one long semester or for the summer without testing, if they only wish to attend one long semester or the summer and then return to the private or out-of-state university. Students wishing to transfer and remain at CJC longer than one long semester or the summer must be evaluated for college readiness as a transfer student prior to enrollment (see below). Proof of attendance at the private or out-of-state institution for the immediately preceding semester will be required in order to register.

## ***TRANSFER STUDENTS***

Students transferring to CJC will be evaluated for college readiness in one, two or all three areas of the Texas Success Initiative. Students not qualifying as college-ready in all areas will be required to test in those areas prior to enrollment. Students must bring transcripts to a counselor for evaluation of this exemption. This should be done several weeks prior to registration to prevent delays in enrollment.

## ***TRANSFER OF CREDIT TO CJC***

College-level coursework satisfactorily completed at a regionally accredited college or university, including courses with a grade of 'D,' will be accepted for transfer to CJC. Developmental coursework is not transferred as credit but is considered in determining a student's Texas Success Initiative status. A course-by-course evaluation of transfer work for students seeking a CJC degree or certificate will be completed by the Counseling Office during the first semester of attendance at CJC. Receipt of official transcript(s) is required for admission, and is required before transfer coursework will be posted to a student's transcript. Students must enroll for a semester before coursework will be posted to a transcript. Students wanting to know how coursework will transfer prior to enrollment must provide a counselor with a copy of their transcript(s). Acceptance of transfer coursework does not guarantee applicability of coursework to a certificate or degree. This will be dependent on the prior coursework and the student's chosen certificate or degree.

## ***CREDIT FOR PROFESSIONAL CERTIFICATIONS***

Students holding Texas Commission on Law Enforcement Officer Standards Examination (TCLEOSE) Certification may be eligible to receive college credit in Criminal Justice coursework. Students holding a current Child Development Associate Credential (National Credential) may be eligible to receive college credit in Child Care Technology coursework. Students holding a Basic Firefighter Certificate from the Texas Commission on Fire Protection may be eligible to receive credit for college coursework. In addition, Intermediate and Advanced Certificate Firefighting Training may also be eligible for college credit. Students must provide documentation of their certificate to a counselor to receive credit. Students must enroll for a semester before credit will be posted to a transcript. Acceptance of the coursework does not guarantee applicability of the coursework to a certificate or degree. This will be dependent on the credit awarded and the student's chosen certificate or degree.

## ***CREDIT BY EXAMINATION***

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

A student may earn credit by examination through the College Level Examination Program (CLEP). CJC will award credit for only specified subject examinations for a student that presents an official score report with qualifying scores. To obtain a current list of the CLEP Tests accepted, with the required scores and the courses that will be credited, please contact a Counselor or check the CJC website. To receive credit for an English course, a student must pass the required multiple-choice section and take and



pass the optional essay. The optional essay must be sent to CJC and will be graded by the Department of Language and Communication.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student's transcript with the notation "CLEP Credit" after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer CLEP credit(s) to another college or university should check with that school as to its policy on transferring and accepting CLEP credit.

### **COLLEGE BOARD ADVANCED PLACEMENT (AP)**

A student may earn credit by examination through the Advanced Placement (AP) Program. CJC will award credit for selected AP tests for a student that presents an official score report with qualifying scores on those tests that are accepted by the institution. To obtain a current list of the accepted AP tests with the required scores and the courses that will be credited, please contact a Counselor or check the CJC website.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student's transcript with the notation "AP Credit" after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer AP credit(s) to another college or university should check with that school as to its policy on transferring and accepting AP credit.

### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

A student that graduates from the International Baccalaureate (IB) Diploma Program will be eligible for credit at CJC. An IB Diploma graduate with an overall score of 24 or higher, with at least a 4 on each exam, will receive a minimum of 24 semester hours of credit. An IB Diploma graduate with an overall score of 24 or higher, but who does not receive at least a 4 on each exam, may receive less than 24 semester hours of credit. To obtain a current list of the IB exams, with the required scores and the courses that will be credited, please contact a Counselor or check the CJC website.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student's transcript with the notation "IB Credit" after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer IB credit to another college or university should check with that institution as to the policy on transferring and accepting IB credit.

### ***LATE REGISTRATION***

All students are urged to register online. Students registering after classes start will be subject to a late registration fee of \$30. Students registering late may have difficulty in enrolling in desired courses.

### ***SCHEDULE CHANGE***

Schedule changes will be allowed online for one week after classes start. After one week, students must see the Counseling Office for schedule changes.

## ***DROPPING COURSES***

A student may drop a course with the permission of his/her advisor and the Counseling Office, until a date four (4) weeks before the start of final examinations. Students dropping courses will receive a grade of 'W' for each course dropped. A fee of \$10 will be charged for each course dropped. Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of F.

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring of 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

A CJC student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

## ***TOTAL WITHDRAWAL FROM THE COLLEGE***

Should circumstances require that a student totally withdraw from the College prior to the giving of final examinations, he/she must OFFICIALLY WITHDRAW THROUGH THE ADMISSIONS OFFICE. Any student who stops attending class and fails to officially withdraw is subject to a grade of F in each course.

## ***PRIVACY OF INFORMATION***

Under the "Family Educational Rights and Privacy Act of 1974," the following is designated as directory information and may be made public, unless the student desires to withhold all or any portion of it:

Student's name, local address, home address, telephone listing, date and place of birth, major field of study, military status, participation in officially recognized activities and sports, dates of college attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Students wishing to withhold any or all of this information should complete, in person, the appropriate form, available at the Admissions Office, within 10 days after the first class day.

## ***NOTICE TO STUDENTS***

CJC complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which provides that all students and former students of CJC have the right to inspect their educational records (including records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution).

Responsibility for protection of the privacy of student educational records rests primarily with the Dean of Enrollment Management. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's educational records. This right is solely limited to the student. Outlined below are limitations which exist on students' rights to inspect and review their educational records, as published in the Guidelines for Educational Rights and Privacy Act of 1974 as amended, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

#### **STUDENTS' ACCESS TO THEIR EDUCATIONAL RECORDS**

All students have the right to review their educational records, with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected
3. Confidential letters and statement of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admissions, application for employment or job placement, or receipt of honors
4. Educational records containing information about more than one student; however, in such cases, the institution must permit access to that part of the record which pertains only to the inquiring student

To review records, students and former students may go to the appropriate office of record (e.g., Admissions Office, Financial Aid Office), present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Educational Records" form. Because of various circumstances, the College may delay to a maximum of 45 days the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

#### **NOTICE TO STUDENTS REGARDING SOCIAL SECURITY NUMBERS**

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any federal, state or local government agency requests an individual to disclose his/her social security account number, the individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it.

Accordingly, students or applicants for admission as students are advised that disclosure of a student's social security account number (SSAN) is required as a condition for admission as a student at CJC, in view of the practical administrative

difficulties which would be encountered in maintaining adequate student records without the continued use of the SSAN.

A randomly generated identification number is issued to each student to be used by students and college personnel in place of the SSAN for accessing student data in the CJC administrative system. CJC personnel will continue to have access to the student SSAN in the CJC administrative system as necessary to verify the identity of the student, and as a student account number (identifier) in order to accurately record necessary data. As an identifier, the SSAN is required for such activities as determining and recording eligibility for admission as a student; determining and recording eligibility for student financial assistance to include loans, scholarships and grants; recording entitlement to and payment of scholarships, grants, allowances; issuing student identification cards; and such other related requirements which may arise.

Authority for requiring the disclosure of a student's SSAN is grounded on Section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law, where the agency required this disclosure under statute or regulation prior to January 1, 1975, in order to verify the identity of an individual.

CJC has, for several years, consistently required the disclosure of the SSAN on student application forms, and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and the United States, and regulations adopted by the agencies of the State of Texas and the United States, and the Board of Regents.

#### **FURTHER NOTICE TO STUDENTS**

This publication is intended as a description of those programs and activities of CJC indicated in the title and text. It is not an offer to make a contract.

The administration and faculty of CJC believe that the educational and other programs of the institution, including those described in this publication, are effective and valuable, and that they provide skills and understandings in keeping with the subject matter of the program. The ultimate results of programs offered, however, are also dependent on the personality and energy of the student, governmental or institutional regulations, and market conditions. Therefore, except as specifically stated herein, CJC makes no representation of contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to a baccalaureate degree program, or licensing for a particular profession or occupations.

It is sometimes necessary or appropriate to change the programs offered. CJC retains the right to terminate or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments and any and all other aspects of its educational and other programs at any time without prior notice.



## ***PRORATED TUITION AND FEE POLICY***

CJC students who OFFICIALLY drop a course or courses and remain enrolled, or who OFFICIALLY withdraw from all courses shall have their mandatory tuition and fee charges prorated according to the following schedule:

### ***FALL AND SPRING SEMESTERS***

Prior to the first class day	100%
During class days one to fifteen	70%
During class days sixteen to twenty	25%
After the twentieth class day	None

### ***SUMMER SEMESTERS***

Prior to the first class day	100%
During class days one to five	70%
During class days six and seven	25%
After the seventh class day	None

### ***FLEX ENTRY AND NON-SEMESTER-LENGTH COURSES***

Prior to the first class day	100%
After first class day	refer to the table provided by the College

Class days refer to the number of calendar days the College normally meets for classes, not the days a particular course meets. If a class does not materialize and is canceled by the College, 100% of the tuition and fee charges will be credited to students. Late-registering students will have the time already elapsed in the semester counted against them. Refunds will be paid approximately 45 days after the semester begins.

## **TITLE IV REFUND POLICY**

It is the policy of CJC that, for students receiving Title IV aid who withdraw on or before the 60-percent point in time of the payment period (or enrollment period) in which they received the Title IV aid, a statutory refund will be calculated in accordance with the final regulations of the Code of Federal Regulations, as published in the November 1, 1999, Federal Register.

As set forth by the statutory language of Section 484B of the Higher Education Authority, refunds will be calculated according to the following formula.

- Step One: Determine the percentage of the payment period (or period of enrollment) the student attended before withdrawing.
- Step Two: Determine the amount of Title IV aid earned by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
- Step Three: Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid

was disbursed than was earned, determine the amount of Title IV aid that must be returned (i.e., that was earned) by subtracting the earned amount from the amount actually disbursed.

Step Four: Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Step Five: Distribute the unearned aid back to the Title IV programs in accordance with the regulations established by Section 484B.

#### **CONTINUING EDUCATION REFUND POLICY**

No refund of tuition and/or fees is allowed for any Adult Vocational and Community Service Course, unless the course is canceled by the College.

#### **TEXAS TUITION REBATE PROGRAM**

In accordance with Senate Bill 1907, as passed by the Seventy-fifth Texas Legislature and modifying Texas Education Code Sec. 54.0065, CJC participates as appropriate in the Texas Tuition Rebate Program for certain undergraduate students. The Program provides, in part, that a Texas resident student enrolling for the first time in an institution of higher education during the Fall of 1997 semester (or later) may be eligible for a \$1,000 tuition rebate if, at the time the baccalaureate degree is awarded, the student has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree. This includes transfer credits and course credit earned exclusively by examination. Students interested in the Program may contact the Counseling Office for further information and requirements.



# LABORATORY FEES AND OTHER COSTS\*

*\*Subject to change without notice. For current tuition information, please visit [www.cjc.edu](http://www.cjc.edu).*

## LABORATORY FEES

All laboratory fees for academic or technical courses are \$24 per course.

## OTHER COSTS

GRADUATION FEE.....	\$ 65.00
ID REPLACEMENT FEE.....	1.00
LATE REGISTRATION FEE .....	30.00
DORM REPLACEMENT KEY.....	5.00
SCHEDULE CHANGES (PER ADD & DROP) .....	10.00
FAX TRANSCRIPT FEE.....	20.00
TWO-DAY TRANSCRIPT .....	25.00
ACTIVITY FEE (6 OR MORE HOURS, CISCO ONLY).....	25.00
GED .....	60.00
LEARNING LAB FEE .....	24.00
MUSIC (PRIVATE LESSONS, PER CREDIT HOUR) .....	50.00
VIDEO CLASS FEE.....	50.00
VIRTUAL COLLEGE FEE .....	50.00

## HEALTH SCIENCES

APPLICATION FOR N-CLEX (RN & VN) .....	\$ 200.00
COURSE REVIEW FEE (RN-PER SEMESTER).....	85.00
COURSE REVIEW FEE (VN-PER SEMESTER) .....	95.00
LIABILITY INSURANCE FEE (PER SEMESTER).....	10.00
GRADUATION FEE.....	65.00
SURGICAL TECH PAE EXAM.....	35.00
AST MEMBERSHIP FEE .....	45.00
TEXAS BOARD OF NURSE EXAMINERS APPLICATION .....	65.00
RESPIRATORY CARE: DATA ARC .....	60.00
AARC MEMBERSHIP .....	50.00

## TEXTBOOKS

All classes require the use of supplies and learning tools. For many classes, these tools consist of textbooks and workbooks. However, some courses may require e-books, online labs and workshops and/or electronic support equipment (Flash drives, CDs, etc.). A college bookstore where all course materials may usually be obtained is available for the convenience of students. Both new and used textbooks are sold, based on their availability and adoption for use. At the end of the semester, the bookstore may purchase



used textbooks from the students if those books will be used for classes the following semester.

### ***TRANSCRIPTS***

A written request signed by the student is required for the CJC Admissions Office to send a transcript of the student's permanent record to another college. There is no additional charge for transcripts sent through regular postal service. There will be a \$20 charge for transcripts sent by fax and a \$25 fee for two-day express transmission of transcripts.

A transcript will not be sent for students who have failed to make satisfactory arrangements for payment of all financial obligations to the College.

### ***ROOM AND BOARD***

Room and board payment is due at the time of registration; however, arrangements may be made with the Business Office if installment payments are desired. If withdrawal occurs during the semester, room and board may be prorated.

### ***CAFETERIA***

The college cafeteria is located in the north end of Wrangler Hall. It follows the official college calendar, closing for all holidays, and is operated during the fall and spring semesters only.

The cafeteria serves three meals a day (two meals on Sunday), and both room and board are required for all resident students. Students requiring a special diet should submit to the Business Office a note from their physician and a copy of the diet.

### ***LIBRARY SERVICES***

CJC Libraries offer students, faculty and staff access to over 30,000 works, including references, circulating materials, audio-visual items, journals and magazines. Special collections include the Texas Collection of over 4,300 books and periodicals on Texas and the Southwest, and the Randy Stefen Collection of books on the old west, Native Americans and the Civil War. The libraries are equipped with Internet-connected computer workstations that allow students to use over 100 full-text online databases and over 50,000 e-books. Also provided at each of the libraries are reference librarian services, in-depth research interviews, library research skills classes, and access to CJC's Online Public Access Catalog (OPAC), available from the CJC library web page. Additional services include wireless access for laptops, media services, study areas, student art displays and copy machines. The Maner Library on the Cisco campus houses an interactive television classroom. The Library at the Abilene Educational Center includes a 30-station open computer lab for student use.

Items from either CJC library can be obtained at the other within 36 hours by contacting the library staff where the item is to be picked up or used. Millions of books, journal articles, dissertations and other items from libraries throughout the U.S. can also be obtained through Inter-Library Loan (ILL). Faculty may place items such as books, movies and articles on reserve in the library for students. These are accessed from the circulation desk.

Both locations work together to offer a complete slate of library services for all CJC students. More information, including contact information for the librarians, can be found at the library services web site: [www.cjc.edu/library.asp](http://www.cjc.edu/library.asp) or by directing questions in Cisco to the Maner Library staff at (254) 442-5026, or in Abilene to the Abilene Educational Center Library staff at (325) 794-4481.

### ***RESIDENCE HALLS***

CJC has facilities on the Cisco campus to house both male and female students. At the present time, six air-conditioned residence halls will house approximately 345 students. Each hall is under the supervision of a residence hall supervisor who has the responsibility of ensuring that campus life is supportive of the educational purpose of the College.

### ***ROOM APPLICATION***

The application for a residence hall room may be found on the CJC website at [www.cjc.edu/housing.asp](http://www.cjc.edu/housing.asp), in the back of this catalog, or it may be obtained from the Student Life Office. A deposit is required to reserve a residence hall room. Please see the Residence Hall Application for policies regarding this deposit.

### ***CAMPUS SAFETY***

The Campus Safety Department began in the Summer of 2007 to help provide a safe working and learning environment for students, faculty and staff. The department will assist both the Cisco campus and the Abilene Educational Center (AEC) in meeting this goal. It is the intention of the department to meet this goal with health and safety planning and with training at both facilities for students, faculty and staff. The Campus Safety Department will also provide security staffing at the Cisco campus and assist the contract security staff at the AEC. The Campus Safety Department does not replace other emergency response organizations; it works with them to enhance their ability to provide service to our campus communities.



## FINANCIAL AID

Several financial aid programs are available to students. Funds for these programs are provided by the College, state and federal governments, and commercial-lending institutions. These programs are outlined below. Financial aid is granted on the basis of need in the form of grants, work, scholarships, and loans. A personal interview with the Financial Aid Director is highly desirable.

Students seeking aid from the Pell Grant Program, College Work-Study Program (CWSP), the Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TPEG), and Texas Guaranteed Student Loan (TGSL) MUST complete a Free Application for Federal Student Aid (FAFSA). The online version of the FAFSA is available at <http://www.fafsa.ed.gov>. A hard copy version of the FAFSA can be obtained from high schools, colleges, the Financial Aid Office at CJC, or by writing: Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044.

When completing the application, the CJC Title IV code number (003553) must be entered at the appropriate place for the College to receive the information.

### ***EMPLOYMENT***

***College Work Study Program (CWSP)*** The CWSP is a joint program financed by federal, state and local funds. The program is designed to provide campus employment to students demonstrating financial need. A college work-study student will generally work 15 hours per week, with work hours arranged to fit the student's academic schedule. The rate of pay is usually minimum wage, and the student is paid monthly. Eligibility is determined by documented need, and application for a work-study position is made at the College Financial Aid Office. Completion of the FAFSA is required.

### ***GRANTS***

***Academic Competitiveness Grant (ACG)*** The ACG is a federal grant program for full-time students who are eligible for federal Pell Grants, are U.S. citizens, and who have completed a rigorous secondary school program.

***Federal Pell Grants*** The federal Pell Grant Program is authorized by the Higher Education Amendments of 1972. The Pell Grant is designed to provide an eligible student with a foundation of aid to help pay for his/her first undergraduate degree. The money is provided by those persons paying federal taxes. The award amount is based upon the documented financial need, the number of hours in which a student is enrolled and the annual federal award schedule. Eligibility is determined by completion of the FAFSA.

***Supplemental Educational Opportunity Grants (SEOG)*** The federal SEOG is a program designed to help students with "exceptional" financial need pursuing their first undergraduate degree. Eligibility and amount is determined by documented need and the institution. Completion of the FAFSA is required.

***Texas Public Education Grants (TPEG)*** The TPEG is funded through tuition payments at CJC to assist students demonstrating financial need. Eligibility and amount are determined by documented need (FAFSA) and the institution.

**Texas Grant** The Toward Excellence, Access & Success Grant is to enable well-prepared eligible students to attend institutions of higher education in Texas. Eligibility is determined by documented need FAFSA and the institution. The amount of the award cannot exceed the cost of tuition.

## **LOANS**

**Federal Stafford Loan** The Stafford Loan is made available through the Texas Guaranteed Student Loan Program. The program offers low-interest loans to students through participating lenders. To qualify for a subsidized loan, a student must have documented financial need (FAFSA completion required). The student is borrowing the money to pay for his/her education and assumes the obligation to repay the loan and accrued costs beginning six months after ceasing at least half-time enrollment. The role of the College is to certify the student's financial need and enrollment. The student is responsible for locating a participating bank or other lending institution. All independent borrowers are subject to a credit check by the lenders. Students on financial aid probation are not eligible for the Stafford Loan at CJC.

**Parent Loan for Undergraduate Students** The Parent Loan for Undergraduate Students (PLUS) is offered through participating lending institutions. It makes available a type of guaranteed loan that provides a source of additional funds for parents of a dependent undergraduate student. While demonstration of financial need is not required, a credit history and credit check is required. The payment of a PLUS loan begins 30-60 days from the date of proceed disbursement. The parent is responsible for locating a participating lender, and the role of the College is to certify the parent's eligibility on the basis of the student's enrollment.

## **SATISFACTORY ACADEMIC PROGRESS**

To be eligible for federal Title IV aid at CJC, federal/state law and college policy require that a student must make satisfactory progress toward his/her degree or certification. Failure to make satisfactory progress can result in probation and, if not corrected, suspension from financial aid.

**Satisfactory Progress** A student enrolled in 12 or more semester hours at the beginning of the semester must earn at least 12 semester hours with a 2.0 financial aid grade point average (GPA) his/her first semester and maintain a financial aid cumulative GPA of 2.0 each semester thereafter. Students enrolled in less than 12 semester hours at the beginning of the semester must pass all hours attempted and earn a GPA of 2.0 his/her first semester and maintain a financial aid cumulative GPA of 2.0 each semester thereafter. The dropping of courses, or complete withdrawal, will not reduce the number of hours that must be completed each semester to maintain satisfactory progress; however, developmental courses dropped after meeting the Texas Success Initiative (TSI) college readiness standards will not be used in computing hours completed. Courses in which a student receives a grade of 'W' or 'I' will not be used in calculating the grade point average.

**Financial Aid Probation** For students not meeting the academic progress requirements after their first semester, the probationary period is the next long semester (fall or spring) in which the student enrolls in classes. A student will be eligible for aid during the probationary period except for Guaranteed Student Loans, as per CJC policy. A student making satisfactory progress during the first probationary period will return to good standing the next long semester in which he/she enrolls. A second probationary status

prevents a student from returning to good standing at the institution. A student will return to good standing if he/she earns the same number of hours he/she was taking when the probation status occurred, if the cumulative grade point average is 2.0.

***Financial Aid Suspension*** A student who does not make satisfactory progress during the first probationary period will be suspended from all Title IV financial aid the next long semester of enrollment until all satisfactory progress standards are met. A student who meets satisfactory progress standards while on financial aid suspension will return to probationary status; a student who has been on financial aid suspension cannot return to good standing and is allowed only one suspension period at CJC for Title IV financial aid purposes.

***Duration of Aid*** A student is allowed financial aid only for the number of semesters necessary to complete his/her degree or certification program, and the maximum can be no longer than 150% of the published length of the educational program (the number of semesters will be determined by enrollment status and the standards of satisfactory progress). In making a determination of satisfactory progress, probation, and suspension, all college work taken will be computed whether completed at CJC or at other educational institutions, and whether or not financial aid was received.

***Exceptions*** Exceptions to the satisfactory progress policy may be made by the CJC Admissions, Registration, and Financial Aid Committee, using documented data indicating unusual and unavoidable hardships which may have influenced the student's ability to make satisfactory progress. An appeal in writing must be initiated by the student and directed to the CJC Director of Financial Aid.

## ***SCHOLARSHIPS***

***James M. Rockwell Scholarship*** Each year CJC gives several Rockwell Scholarships to first-time entering freshmen recently graduating in the upper 25 percent of their class from an accredited Texas High School. The amount of the scholarship is equal to tuition and fee cost each semester, and the recipient must attend classes on the Cisco campus. Application is made with the Vice President of Instruction, CJC, 101 College Heights, Cisco, TX 76437.

***Cisco High School Class of 1947 Memorial Scholarship*** This scholarship fund was established by the Cisco High School Class of 1947 for the purpose of providing Cisco High School graduates financial help and encouragement to continue their education at CJC. The amount of the scholarship will vary each year according to income generated by the scholarship fund. Students needing information regarding this scholarship may contact the Vice President of Student Services at (254) 442-5000.

***M.S. and Meek Lane Doss Scholarship*** This scholarship is awarded on a competitive basis, with preference given to graduates of high schools located in Western Texas and Southeastern New Mexico. It is available for fall and spring semesters to students enrolled only at the CJC Abilene Educational Center. The scholarship recipient must enroll full-time, complete 12 or more semester hours, and maintain a minimum GPA of 3.0 each semester to continue the scholarship, which is available for up to four semesters. Information and an application may be obtained from the CJC website under Financial Aid or from the Dean of Counseling, CJC, 717 E. Industrial, Abilene, TX 79602.

***Big Country Scholarship*** The Big Country Scholarship provides financial assistance for CJC students who are enrolled in a one-year technical certificate program and have a documented financial need. Scholarship guidelines and applications are available on the

CJC website and may also be obtained at the front desk in the administration office at the CJC Abilene Educational Center.

***Mr. and Mrs. Clifton Woody Endowed Memorial Scholarship*** Miss Mildred Woody, who was an educator in Abilene for many years, has endowed a scholarship in memory of her parents Mr. and Mrs. Clifton Woody. This scholarship is awarded to students who have been accepted into the nursing program. Selection is made by the nursing faculty. The amount of the scholarship is determined by available proceeds from the endowment. The recipient must enroll full-time, complete 12 or more semester hours, and maintain a minimum 3.0 GPA each semester to continue the scholarship. Information is available in the nursing department in Abilene.

***West Texas Utilities Scholarship*** The West Texas Utilities (WTU) Company has endowed a scholarship fund which provides financial assistance to WTU residential customers or their children. A WTU Scholarship is awarded each year, and the amount of the scholarship is determined by available proceeds from the scholarship endowment. Each recipient must be a U.S. citizen, a WTU residential customer for a year or more or a child of a residential customer, and maintain a 2.5 GPA to retain the scholarship. Information may be obtained from the Director of Financial Aid, CJC, 101 College Heights, Cisco, TX 76437.

***Room Waiver Scholarship*** Each year, the College accepts applications for room waiver scholarships on a room-available basis. A student living in one of the 36 counties within a 100-mile radius of Cisco who will be enrolled full-time and receive no other CJC institutional scholarships is eligible to apply. This scholarship waives room cost. Eligibility and retention of the scholarship is for four semesters only, on a room-available basis, and is subject to several conditions including making satisfactory academic progress.

## ***DEPARTMENTAL SCHOLARSHIPS***

CJC offers several scholarships based on a student's merit and potential. The following departments offer scholarships in varying amounts to selected students: Agriculture, Auto Mechanics, Business, Business Information Systems, Computer Science, Criminal Justice, English, Sciences/Mathematics, Social Sciences, Associate Degree Nursing, and Vocational Nursing. Interested applicants may telephone (254) 442-5000. If preferred, write to the chairperson of the desired department and mail to Cisco Junior College, 101 College Heights, Cisco, TX 76437 or Department of Nursing, Abilene Educational Center, 717 E. Industrial Blvd. Abilene, TX 79602.

## ***ATHLETIC AND PERFORMING ARTS ACTIVITY GRANTS***

A number of students are awarded activity grants each semester for their participation in a College-sponsored program in athletics or fine arts. The amount of the award varies from \$100 per semester to a full grant payment of tuition, fees, room and board. Awards are granted for participation in: Football, Men's Baseball, Women's Basketball, Women's Volleyball, Women's Soccer, Women's Softball, Wrangler Belles (Women's drill team), Wrangler Cheerleaders, Band, Vocal Ensemble, and Theatre. For information and an application, students should contact the appropriate director or coach of the activity in which they are interested by telephone or by mail. Mail your inquiry to the specific Coach or Director, Cisco Junior College, 101 College Heights, Cisco, TX 76437.

## ***VETERANS PROGRAM***

CJC is approved by the Texas Workforce Commission as a college in which veterans may enroll for degree courses or for technical study. Educational Assistance is available to all qualified veterans while attending college. Veterans should make application for benefits with CJC in advance of registration.

Veterans that submit a form DD-214 to a counselor may receive two (2) semester hours for KINE credit.

### **MINIMUM ACADEMIC STANDARDS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS**

***Satisfactory Progress*** A student who is receiving VA educational benefits must maintain the following cumulative GPA to be considered making satisfactory progress:

Hours Attempted	Required Cumulative GPA
1-15 hours	1.5
16-30 hours	1.75
31-graduation	2.00

***Probation*** Students who fail to achieve the required cumulative GPA, based on the hours attempted, shall be placed on probation for one semester/quarter or summer term. If a student achieves a semester/quarter or summer term GPA of 2.00 or better during the probationary period, but has not achieved the required cumulative GPA, the student may be continued on probation for one more semester/quarter or summer term.

***Unsatisfactory Progress*** If the student on probation fails to achieve a semester/quarter or summer term GPA of 2.00 or better at the end of the first probationary period, the student shall be reported to the Veterans Administration Regional Office (VARO) as making unsatisfactory progress.

A student who fails to achieve the required cumulative GPA, based on the number of hours attempted at the end of the second consecutive probationary period, shall be reported to the VARO as making unsatisfactory progress.

## ***REHABILITATION ASSISTANCE***

The Texas Department of Assistive and Rehabilitative Services (D.A.R.S.) offers services for students who have qualified disabilities, provided the vocational objective selected by the student has been approved by D.A.R.S. Through this State agency, other rehabilitation services are available to assist disabled persons to become employable.

Application for this type of assistance should be made to the nearest D.A.R.S. office. To locate the nearest office, contact D.A.R.S., 4800 N. Lamar Blvd, Austin, Texas 78756, (800) 628-5115 or TTY (866) 581-9328.

# **STUDENT REGULATIONS**

## ***CONDUCT***

A student who completes registration pledges to obey all college regulations. Any recognized misconduct, violation of regulations, or unacceptable behavior will be grounds for disciplinary action by the College. A student may be placed on probation or may be suspended from the College for violation of college rules, regulations, and/or policies.

## ***ACADEMIC INTEGRITY***

It is the intent of CJC to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension.

## ***ADMINISTRATIVE WITHDRAWAL***

CJC reserves the right to administratively withdraw a student from a class, a program, or from the College for circumstances such as:

- Unmet financial obligation(s) to the College
- Health reasons that constitute a danger to self, to others, pending the outcome of competent medical evaluation and/or treatment
- Threats to the safety, life or property of members of the academic community, including act(s) in violation of federal, state, civil, or criminal laws or city ordinances, regardless of whether the act occurred on or off campus and regardless of whether the individual is ultimately convicted of the act
- Disruption of the educational process
- Suspension or expulsion from the College
- Failure to respond to an official summons from a College official

The withdrawn student may also be removed from the campus and barred from re-enrollment until such time as specific conditions have been met. The penalty may be imposed effective with the date of the circumstance and/or violation, or as otherwise appropriate.

## ***CLASSIFICATION***

A freshman student is one who has earned less than 30 semester hours of credit before registration.

A sophomore student is one who has earned from 30 to 64 hours of credit.

A student enrolled in 12 or more semester hours is classified as a full-time student.



## ***STUDENT LOAD***

The normal student load for a long semester (i.e., fall or spring) consists of 16 to 18 credit hours of coursework. Under exceptional circumstances, students whose grades during the preceding long semester have not been below 'B' in any course may take more than 18 credit hours. The normal student load for a mini-semester is three credit hours. Students whose grades during the preceding long semester have not been below 'B' in any course may take up to six credit hours. The normal student load for a Summer I/II term is six hours. Students whose grades during the preceding long semester have not been below 'B' in any course may apply to take more than six hours. Approval authority for exceeding a normal student load rests with one of the following individuals: Vice President of Instruction; Provost, Abilene Educational Center; Dean of Academic Affairs; Dean of Distance Learning; or Dean of Technical and Workforce Education.

A semester credit hour is equivalent to one hour a week of class for a semester of sixteen weeks. Each lecture hour presupposes a minimum of two hours of outside preparation on the part of the student.

## ***CLASS ATTENDANCE***

Prompt and regular class attendance is considered necessary for satisfactory work. It is the responsibility of the professor to keep an accurate and comprehensive record of attendance.

Cisco Junior College recognizes that absence from class may occur due to illness, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. (Absences due to participation in a college-sponsored activity must be authorized by the Vice President of Instruction.) When absences occur due to the above-stated reasons, the student is allowed to make up work missed; the professor may require the work to be made up within two weeks from its original due date.

During a regular Fall or Spring semester, the following requirements apply for face-to-face classes. For a class that meets three times per week, a student is allowed six absences. For a class that meets two times per week, a student is allowed four absences. For a class that meets one time per week, a student is allowed two absences. If a student misses one more than the allowed number of absences, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

For online or hybrid courses, a student may be dropped after he/she fails to access the course web site and/or participate in the class for a two-week period, and the professor deems the student to be failing.

During a Summer I or II regular face-to-face class, a student is allowed two absences. Upon the third absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

For any Minimester or Summer night class, a student is allowed one absence. Upon the second absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of “F.”

The student will receive a grade of “W” for the course if withdrawn before the “last day to drop with a “W,” and an “F” if withdrawn after “the last day to drop with a “W.”

Three tardies may constitute an absence. Absences immediately before or after a holiday may be counted as double absences.

### ***GRADE REPORTS***

At the end of each semester, a report showing all grades will be made available online through Campus Connect at the College website ([www.cjc.edu](http://www.cjc.edu)) to each student who does not have a “Hold” on his/her records. Grades and values are as follows:

Grade	Value	Grade Points Per Semester Hour
A	90-100	4
B	80-89	3
C	70-79	2
D*	60-69	1
F	Below 60	0
W	Dropped Course	0
I	Incomplete	0

\*The grade of ‘D’ may not transfer to some senior colleges. The policy on transferring a ‘D’ varies.

The grade of Incomplete (‘I’) is never given in lieu of an ‘F’ or ‘W.’ An ‘I’ is reserved for situations when a student’s work is satisfactory in quality but due to extraordinary circumstances beyond his/her control, it has not been completed. The instructor of record will decide what constitutes extraordinary circumstances. To remove an ‘I’ from an official record, a student must satisfy all course requirements no later than the end of the next long semester. Failure to meet this deadline will result in the ‘I’ being changed to a grade of ‘F.’

To earn credit in a course, a student must earn a semester grade of not less than ‘D.’ Health Occupations students must make at least a ‘C’ in all required courses in order to progress in the program.

### ***MINIMUM GRADE REQUIREMENTS***

All students are expected to make reasonable scholastic progress. Therefore, a specific grade point has been set by the College for particular situations (see following page). Students must achieve the set GPA at the end of a given semester in order to be eligible to remain in college.

It is the responsibility of all students to know whether they have passed the minimum required work and whether they are eligible to continue in college. An ineligible student who nevertheless registers shall be dropped by the College. The student shall not receive special consideration on his/her plea of lack of knowledge of scholastic probation or scholastic suspension, since such status letters may fail to reach students prior to the next registration.

1. Scholastic Probation or Scholastic Suspension
  - a. A student who enrolls in 12 or more semester hours and passes less than 10 hours and earns 15 grade points will be placed on Scholastic Probation or on Scholastic Suspension if the student entered the semester on Scholastic Probation.
  - b. A student who enrolls in less than 12 semester hours and passes less than 2/3 of the work with a 1.5 GPA will be placed on Scholastic Probation or on Scholastic Suspension if the student entered the semester on Scholastic Probation.
  - c. A student transferring to CJC from another institution will be placed on Scholastic Probation if he/she left the other institution on Scholastic Probation.
  - d. Summer coursework is not considered in the determination of scholastic probation status.
2. Removal from Scholastic Probation: A student will be removed from Scholastic Probation at the end of his/her next long semester of enrollment provided the student (a) passes at least 10 hours and (b) earns at least 15 grade points.
3. A student placed on Scholastic Suspension who feels that he/she has circumstances sufficiently unusual to deserve consideration may present his/her case to the Dean of Enrollment Management. The Dean will then refer the matter to the Admissions Committee, which may make an exception to the procedures described above.
4. Admission from Scholastic Suspension:
  - a. The period of Scholastic Suspension is for at least one long semester. A student placed on Scholastic Suspension at the close of the fall semester will be eligible for admission at the beginning of the next summer session. A student placed on Scholastic Suspension at the close of a spring semester is eligible for admission at the beginning of the next spring semester.
  - b. A student permitted to enroll after the period of Scholastic Suspension has expired will be admitted on Scholastic Probation.

- c. A student on Scholastic Suspension from another institution may be admitted to CJC on Scholastic Probation provided his academic record meets the minimum academic standards required of students enrolled in this institution.
5. A student who is placed on Scholastic Suspension for the second time will be barred from re-entering the College unless special permission to re-enter is authorized by the Admissions Committee.

### ***ADMISSIONS OFFICE FILE POLICY***

The following documents are required by the end of the semester for a student's permanent file in the Admissions Office: Application, Oath of Residence, official THEA scores, proof of exemption from the Texas Success Initiative, high school transcript, college transcripts, GED.

***If these documents are not provided by the end of the semester, grades will be held, and a student may not enroll for the next semester. Questions should be directed to the Dean of Enrollment Management.***

### ***ACADEMIC "FRESH START" POLICY***

Students who have interrupted their college careers for a period of at least ten consecutive years and who have returned to college may, before completing their first semester of classes, declare academic fresh start. Under this policy, all college-level work done at an earlier date is eliminated from computation of the GPA, and none of it can be applied toward a degree or for credit at CJC. Such work, however, will not be removed from the student's scholastic records and transcripts.

NOTE: CJC computes a student's GPA only for those courses taken at the institution. Therefore, Academic Fresh Start is not needed for work done at another college or university.

## **COUNSELING SERVICES**

The Counseling Office offers a range of services to support the student services mission of CJC. The Office is under the supervision of the Vice President of Student Services and has as its goal to provide services and assistance to support students in the attainment of their educational goals. Some of the services provided to students are course advisement, testing and placement, career and personal counseling, orientation, tutoring and assistance for special populations.

### ***ADVISEMENT***

CJC utilizes a faculty advising system. Students who have not completed all sections of the Texas Success Initiative are required to see an advisor every semester for assistance with course selection. Students who are exempt or have passed all parts of the Texas Success Initiative are encouraged to seek advising every semester. Both locations have full-time counselors available to develop degree plans, provide college and university requirements and assist in setting up course plans and schedules for students. Catalogs and admission information on most colleges and universities in Texas are maintained for students to examine during regular hours. Counselors are also available to assist with course placement based on THEA test scores.

### ***TESTING AND PLACEMENT***

The Counseling Office is responsible for administering several testing programs. CJC administers the ACCUPLACER at both locations and the GED (Cisco only). Assistance in administering correspondence exams and Virtual College of Texas exams during regular office hours is available by prior arrangements with the Counseling Office. Information on course placement based on ACCUPLACER, THEA, ASSET or COMPASS test scores is also available through the Counseling Office.



## ***CAREER COUNSELING***

Students who are undecided about their educational future may avail themselves of several services of the Counseling Office. First, the Counseling Office offers career testing that utilizes the Strong Interest Inventory to assist students in making a career choice. Secondly, the Counseling Office maintains career information and resources at both library locations. This information ranges from occupational information to labor and market data to assistance with resume writing and interview skills. Thirdly, job placement assistance is available for CJC technical program graduates. Additionally, listings of full and part-time job openings in the community are also maintained by the Counseling Office. At present, all of these services are provided at no charge to students.

## ***ORIENTATION***

The CJC freshmen orientation program is called CARGO (Cisco Advisement Registration Group Orientation). CARGO is required of all first-time college students. It is designed to assist them with the transition to college and to prepare them for online registration. Students should contact the Counseling Office for CARGO dates and information.

## ***PERSONAL COUNSELING***

Counselors are available to provide short-term assistance to help students address issues that may be hindering them from succeeding in college. There is no charge for this service, but the counseling is limited and, in some cases, a student will be referred to community resources to better address his/her issues.

## ***SPECIAL POPULATIONS***

It is CJC policy to identify and provide services to students qualifying as “Special Student Populations.” Defined by federal law, these populations include students with disabilities, students who are economically or educationally disadvantaged and students with limited English proficiency. Services for qualified individuals may include appropriate educational accommodations, childcare assistance, travel assistance, community referrals and job placement. A student who meets the definition of a “Special Population” student should contact the Special Populations Coordinator at his/her location.

## ***PRESIDENT’S LIST***

The President’s List is published after each regular semester and includes the names of all students who achieve a 4.0 GPA and are enrolled in at least twelve semester hours of academic courses or a full-time technical program. Developmental coursework will not count toward this recognition.

## *DEAN'S LIST*

The Dean's List is published after each regular semester. Eligibility is determined by (1) a GPA of at least 3.5 and below 4.0; (2) no grade lower than a 'C'; and (3) enrollment in at least 12 semester hours of academic work or a full-time technical program. The GPA is determined by dividing the total points earned by the number of hours attempted. Developmental coursework will not count toward this recognition.



# **STUDENT SUCCESS PROGRAMS**

As a support to each student's academic success at CJC, various programs have been added and/or expanded and placed under Student Success Programs. The mission for these programs is to enhance and undergird the academic experience of CJC students. Some of the programs that are utilized in this area are: Tutoring, Academic Recovery, Early Alert/Academic Intervention, Success Seminars and Wrangler Success Newsletters. This department is under the supervision of the Vice President of Instruction.

## ***TUTORING***

Peer tutoring is available in select subjects for all students at CJC. Commonly, tutoring will be offered in mathematics, English, some sciences and other general core curriculum classes (history, sociology, psychology, and government). Tutors can also offer assistance to students in general study skills. There is no charge for tutoring services. Schedules vary each semester and will be posted on the CJC website and at various locations on the Cisco campus and the Abilene Educational Center. Questions related to tutoring should be directed to the Director of Student Success Programs at (254) 442-5120.

## ***ACADEMIC RECOVERY***

Students who are struggling academically or who are attempting to correct struggles from previous semesters are encouraged to work with Student Success Programs. A variety of strategies are available to assist students onto a structured path of academic success. Any student in need of assistance should contact the Director of Student Success Programs at (254) 442-5120 or go online to the CJC website and link to Student Success Programs.

## ***EARLY ALERT/ACADEMIC INTERVENTION***

Any student who is struggling academically in a class or who has given an instructor a sign of potential struggles (i.e., poor class attendance, disengagement in the classroom, low scores, etc.) may be referred to Student Success Programs. This alert from instructors sets into motion an intervention system aimed at preventing students from putting themselves in academic peril. This program is intended to encourage and assist students.

## ***WRANGLER SUCCESS SEMINARS***

Each semester various seminars will be hosted by Student Success Programs. These seminars will cover issues directly related to enhancing student academic performance. Some topics may include: classroom skills, test-taking, learning styles, stress management, adjustment to college, etc. A schedule of seminars will be posted online and placed around campus for students.

## ***WRANGLER SUCCESS NEWSLETTERS***

Approximately each month during the academic year (August-May), a newsletter containing helpful information about college and academic success will be published. This newsletter will be available on both CJC locations and online.



The Student Success Programs Office is housed on the Cisco campus in Schaefer Hall, Suite A; however, programs are available at both locations and to all CJC students. Students may contact the Director of Student Success Programs by calling (254) 442-5120 or via e-mail at [amy.dodson@cjc.edu](mailto:amy.dodson@cjc.edu).

### ***DEVELOPMENTAL EDUCATION***

For students who have been out of formal education for a time or for students who may have taken other than college preparation courses, CJC offers comprehensive developmental education courses. The purpose of these courses is to provide crucial preparation for success in college-level Mathematics and English courses, as well as courses that are reading intensive. Enrollment in Developmental Education courses is based upon student placement (typically via the ACCUPLACER) and may include any combination of the following courses: READ 0302 or 0303, ENGL 0302 or 0303, and MATH 0401, 0402 or 0403. Once a student begins a developmental course, it is expected that he/she will proceed through the appropriate sequence (e.g., beginning with successful completion of READ 0302, a student would then progress to READ 0303). A grade of 'C' or higher will allow a student to progress to the next developmental course or to the next appropriate college-level course.



# STUDENT INVOLVEMENT

## *STUDENT ACTIVITIES*

From comedians to music, and everything in between, CJC Student Activities provide the student body and community with programming and events that are diverse, educational, entertaining and fun. Typical programs include: movies, dances, educational speakers, tournaments, comedy/variety shows and other special events. Events sponsored by different organizations must be approved by the Dean of Students.

## **ATHLETICS**

CJC is a member of the National Junior College Athletic Association, the Southwest Junior College Football Conference, and the Northern Texas Junior College Athletic Conference. The Wranglers compete for conference championships in football, men's baseball, women's basketball, women's volleyball, women's softball, and women's soccer. A complete year-round intramural program is also provided for the students.

## **BLUE JACKETS**

Blue Jackets is an organization founded on the formal purpose of group service. Striving to maintain a wholesome spirit of loyalty among students, Blue Jackets aids any other organization that may call upon it for service while promoting the policies of the institution. Members wearing blue jackets serve as symbols of service on the CJC campus. Individuals may join the group by invitation after completing one full semester of at least of 12 semester hours, with a minimum of a 3.0 GPA.



## **CLUBS**

CJC has many special interest clubs and organizations to enhance the College and educational experience of students. Currently active clubs include: Agriculture Club (Cisco), Art Club (Cisco), Photography Club (Abilene), Auto Tech Club (Cisco), Psychology Club, Science Club, Creative Writing and Student Government Association.



## **PHI THETA KAPPA**

CJC is home to the Alpha Gamma Gamma chapter of Phi Theta Kappa, the International Honor Society of the two-year college. Founded in 1918, Phi Theta Kappa has chapters in all 50 states as well as in Canada, Germany and Japan. The society exists to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. To be eligible for membership, a student must have completed 13 semester hours of associate degree coursework in the previous long semester with a GPA of 3.6 or higher. The student's transcript must not show any D's or F's unless he or she has exercised their "Fresh Start" Policy option.

## **RANCH DAY**

Ranch Day was organized by the first class of CJC in 1941. It is an annual event held each spring. The western theme is carried out in decorations, cowboy clothes, ranch-style meals, games, contests, a street dance, rodeo and other western entertainment.



### **RECREATIONAL SPORTS**

The purpose of the recreational sports program is to meet the needs of students, faculty, and staff members through a comprehensive campus recreation program associated with the guidelines of the National Intramural Recreational Sports Association (NIRSA):

1. To promote fitness and fun through a variety of competitive and non-competitive activities
2. To educate and incorporate fitness and leisure into current lifestyles
3. To promote the development of life-long leisure skills
4. To provide a medium by which students can learn leadership, management and interpersonal skills
5. To promote student development through employment and participation opportunities
6. To provide activities while maintaining a safe and fair environment
7. To remain accessible to all students
8. To maintain flexibility to meet the needs and requests of our students

## **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association (SGA) is to represent the CJC student body, to initiate and sponsor campus activities and to promote school spirit. The SGA is composed of an elected president, vice-president, secretary, treasurer, freshman and sophomore class officers, a faculty or staff advisor and any student who wishes to be active in campus activities.

## **THEATRE**

The CJC Playhouse produces plays at the Hilton Theatre as dinner theatre productions in the fall and spring semesters.

Some of the students from this group are selected to perform in the summer with the **BIG COUNTRY DINNER THEATRE**, a professional theatre company with performers from all over the nation.



## **VOCAL ENSEMBLE**

Vocal Ensemble is a singing group that performs by singing with movement, dance, and dialogue to present vocal literature in a new and exciting light. Most of the performances are presented on tour to schools and communities throughout Texas. Membership is by audition.



#### **WRANGLER BAND**

The Wrangler Band is open to any student with previous instrumental experience. The band performs throughout the year at sports activities, concerts and various other programs. The band has appeared in eight Macy's Thanksgiving Day Parades in New York City.



#### **WRANGLER BELLES**

The CJC Wrangler Belles is a women's dance-drill team. They perform at college football and basketball games, parades and on tours, accompanied by the Wrangler Band. They have been featured on national television several times in Macy's Parades in New York, the Apple Blossom Festival in Washington and the "Stars and Stripes Special" on NBC. Membership is by application and/or audition.

#### **WRANGLER CHEERLEADERS**

The CJC Wrangler Cheerleaders is a co-ed cheer group that promotes spirit and enthusiasm by supporting many athletic events as well as special events in the community. Team membership is by application and/or audition.

# CORE CURRICULUM

CJC has adopted a core curriculum credit requirement of 44 semester hours. This requirement conforms to guidance from the Texas Higher Education Coordinating Board (THECB). The core curriculum serves as a major part of the Associate of Arts Degree.

These 44 semester hours may be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses at the receiving institution, unless the coordinating board has approved a larger core curriculum at that institution. It should be noted that grades of 'D' may not be considered for transfer.

## *CORE CURRICULUM REQUIRED COURSES*

Required of all students earning the Associate of Arts Degree

1. **Communication - 9 semester hours**
  - a. 6 semester hours of composition (ENGL 1301, 1302)
  - b. 3 semester hours of speech from SPCH 1315 or 1321
2. **Mathematics - 3 semester hours** from MATH 1314, 1316, 1324, 1325, 2412, 2413, 2414, or 2415
3. **Natural Sciences - 8 semester hours** of lab science from BIOL 1406, 1407, 1411, 1413, 2401, 2402, or 2421; CHEM 1405, 1411, or 1412; GEOL 1403 or 1404; PHYS 1401, 1402, 1403, 1404, 1415, 1417, 2425, or 2426
4. **Visual and Performing Arts - 3 semester hours** from ARTS 1301 or 1313; DRAM 1310 or 2366; ENGL 2307; or MUSI 1306
5. **Humanities - 3 semester hours** from ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2341, 2342, or 2343; FREN 2311 or 2312; or SPAN 2311 or 2312
6. **Social and Behavioral Sciences - 15 semester hours**
  - a. 6 semester hours of American history (HIST 1301, 1302)
  - b. 6 semester hours of government (GOVT 2305, 2306)
  - c. 3 semester hours from ECON 1301, 2301 or 2302; HIST 2301, 2321, or 2322; PSYC 2301, 2314, or 2319; SOCI 1301 or 1306
7. **Computer Literacy - 3 semester hours** of computer science (BCIS 1305)

## **RESOLUTION OF TRANSFER DISPUTES FOR LOWER DIVISION COURSES**

If an institution of higher education (i.e., the receiving institution) does not accept course credit earned by a student at another institution of higher education (i.e., the sending institution), the receiving institution shall give written notice to both the student and the sending institution that transfer of the course credit is denied. This written notice shall include the reason(s) for denying the credit, procedures for resolving transfer disputes for lower-division courses and instructions for appealing the decision. A student who receives this written notice may dispute the denial of credit by contacting a designated official at either the receiving or the sending institution. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and/or guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the receiving institution shall notify the Commissioner in writing of its denial and the reason(s) for the denial.

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.





# PROGRAMS OF STUDY

## *GRADUATION REQUIREMENTS*

CJC awards three degrees and several certificates as evidence of academic achievement. The curricula for the Associate of Arts (A.A.) Degree is designed for students planning to transfer to a senior college, or for students desiring the general education contained in the first two years of college. The Associate of Arts in Teaching (A.A.T.) Degree is a specialized associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification. The Associate of Applied Science (A.A.S.) Degree is designed for students planning to complete a technical program.

A student may select ONE of the following options for meeting degree requirements:

1. The student may meet the catalog degree requirements in effect as of the date of his/her first enrollment at CJC
2. The student may meet the degree requirements of a later catalog

In either case, a student must complete the requirements within five years from the effective date of the catalog selected, and be enrolled at CJC during the academic year covered by the catalog.



## ***ASSOCIATE OF ARTS DEGREE***

The A.A. Degree is awarded if the student satisfies the following requirements:

5. Fulfills all college entrance requirements;
6. Satisfactorily completes 63 semester hours of college work, including:

<b>SUBJECT</b>	<b>SEMESTER HOURS</b>
<b><i>English:</i></b>	
ENGL 1301, 1302.....	6
<b><i>Speech:</i></b>	
SPCH 1315 or 1321 .....	3
<b><i>Mathematics:</i></b>	
MATH 1314, 1316, 1324, 1325, 2412, 2413, 2414, or 2415 .....	3
<b><i>Natural Sciences:</i></b>	
BIOL 1406, 1407, 1411, 1413, 2401, 2402, or 2421; CHEM 1405, 1411, 1412, 2423, or 2425; GEOL 1403 or 1404; PHYS 1401, 1402, 1403, 1404, 1415, 1417, 2425, or 2426.....	8
<b><i>Visual and Performing Arts:</i></b>	
ARTS 1301 or 1313; DRAM 1310 or 2366; ENGL 2307; or MUSI 1306 .....	3
<b><i>Humanities:</i></b>	
ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2341, 2342, or 2343; FREN 2311 or 2312; or SPAN 2311 or 2312 .....	3
<b><i>Social and Behavioral Sciences:</i></b>	
HIST 1301, 1302.....	6
GOVT 2305, 2306 .....	6
ECON 1301, 2301 or 2302; HIST 2301, 2321, or 2322; PSYC 2301, 2314, or 2319; SOCI 1301 or 1306.....	3
<b><i>Computer Literacy:</i></b>	
BCIS 1305 .....	3
<b><i>Electives:</i></b>	
(Only 6 hours may be from Technical Programs).....	<u>19</u>
<b>Total</b> .....	<b>63</b>

7. Completes at Cisco College either 48 semester hours or, during the last 21 hours taken, at least 25% of the credit hours required for the degree.
8. Makes a minimum GPA of 2.0 ('C' average) on all work needed for graduation.
9. Satisfactorily settles all business accounts.

10. Meets all Texas Success Initiative requirements.
11. Only six (6) hours of electives may be from Technical Programs.

### ***ASSOCIATE OF ARTS IN TEACHING DEGREE***

The A.A.T. Degree is awarded if the student satisfies the following requirements:

1. Fulfills all college entrance requirements.
2. Satisfactorily completes all specialized requirements for this degree program (page 68 lists these requirements).
3. Completes at Cisco College either 48 hours or, during the last 21 hours taken, at least 25% of the credit hours required for the degree.
4. Satisfactorily completes a degree program comprised of 60 semester hours, depending on the type of initial Texas Teacher Certification being sought. Although the Cisco College core curriculum serves as its foundation, this degree program also mandates successful completion of specific education and content-based courses. Page 72 lists these courses.
5. Satisfactorily settles all business accounts.
6. Meets all Texas Success Initiative requirements.

### ***ASSOCIATE OF APPLIED SCIENCE DEGREE***

The A.A.S. Degree is granted if the student satisfies the following requirements:

1. Fulfills all college entrance requirements.
2. Satisfactorily completes a prescribed two-year technical program (specific courses identified in information pertaining to specific degree), including 15 semester hours of college level, academic transfer courses drawn from the following categories:
  - Humanities/fine arts – 3 semester credit hours
  - Social/Behavioral Sciences – 3 semester credit hours
  - Natural science/Mathematics – 3 semester credit hours
3. Completes at Cisco College either 48 semester hours or, during the last 21 hours taken, at least 25% of the credit hours required for the degree. (Specific number of hours required of the last 21 identified in information pertaining to specific degree.)
4. Makes a minimum GPA of 2.0 ('C' average) on all work needed for graduation.

5. Satisfactorily settles all business accounts.
6. Meets all Texas Success Initiative requirements.

### ***CORE CURRICULUM CERTIFICATE OF COMPLETION***

Students completing the required courses for the core curriculum will be eligible to earn a certificate of completion.

### ***CERTIFICATE OF COMPLETION FOR A SPECIFIC FIELD OF STUDY***

Students completing the required courses in a specific field of study curriculum will be eligible to earn a certificate in that field of study.

### ***CERTIFICATE IN SPECIALIZED TECHNICAL FIELDS***

Students who successfully complete the course of study prescribed for a Certificate in a specialized technical field will be eligible for the Certificate in that field. A student must make a minimum GPA of 2.0. It is possible for a student to qualify for an Associate's Degree while earning certain Certificates and students are urged to do so. Students in the Health Science program must earn a minimum of 'C' in all courses required for the certificate. Please contact the Counseling Office for a listing of Texas Success Initiative exempt programs.

### ***TECH PREP***

Tech Prep is a challenging course of study designed to assure that high school students acquire the knowledge and skills necessary to compete in the work place and in college. It is a sequence of grade-level academic and state-of-the-art technical courses. Students may enroll in secondary Tech Prep programs offered at their schools as early as ninth grade, by completing an organized sequence of courses.

Tech Prep offers high school students the opportunity to acquire:

1. College credit for articulated high school courses
2. Higher level skills before leaving high school
3. Insight into several career paths
4. A clear path into future education and/or into the workforce
5. Preparation for a better job
6. Advanced training at the collegiate level

Note: CJC is part of the statewide articulation program. High school or college counselors should be contacted for information about this program in order to learn how students can earn credit.

### ***GUARANTEE OF JOB COMPETENCY***

CJC guarantees that persons receiving an A.A.S. degree in a technical program will have at the time of graduation the technical job skills necessary to enter into employment. If a recipient of an A.A.S. is judged by his/her employer to be lacking in technical job skills identified as exit competencies for the specific degree program, the graduate will be

provided up to 12 tuition-free credit hours of additional skill training by CJC. Full information regarding the procedures and definitions of this guarantee can be obtained from the Provost of the Abilene Educational Center.

### ***DIPLOMAS***

Diplomas are ordered by the school only in March and August. Diplomas ordered in March are delivered in time for the spring commencement exercises. The deadline for filing for spring graduation is early in the spring. Diplomas that are not issued in graduation exercises will be mailed. Graduates achieving Honors and Highest Honors status, as well as members of Phi Theta Kappa, will receive mention of these achievements, both on their transcripts and their diplomas.

### ***SEMESTER REPORTS***

Final grade reports will be made available online at the end of each semester through Campus Connect at the College website ([www.cjc.edu](http://www.cjc.edu)) to students who do not have a “hold” on their records.



# CURRICULAR PROGRAMS

The following pages describe the various curricular programs available at CJC. Courses listed for each academic program are in a “suggested only” format for transfer to a state-supported college or university. They should not be interpreted as the exact requirements for transfer to a specific degree program at a baccalaureate-granting institution.

The requirements for the A.A.S. degree, or the respective Certificate, are also listed. Students should follow the course guidelines listed in order to earn the respective A.A.S. degree or certificate. Some technical programs are offered only at one location. These programs are designated “Abilene Center” or “Cisco Campus” by each respective curriculum.

Students enrolling at CJC are encouraged to declare their field of specialization (1) no later than the end of the first year of attendance and (2) upon request for admission by transfer to a senior college. Students who are undecided as to their field of specialization should follow the General Studies Curriculum.

Students are urged to become acquainted with the degree requirements of the particular institution to which they will transfer so that duplication and loss of credit might be avoided. Students not intending to transfer to a senior college will be permitted greater freedom in the selection of courses. Although administrators, counselors, and faculty advisors can assist in the proper selection of courses, the final responsibility for degree-planning must always rest with the student.

The following abbreviations are used in this catalog:

Accounting.....	ACCT, ACNT
Agriculture.....	AGRI
Art.....	ARTS
Automotive Technology .....	AUMT, ABDR
Biology .....	BIOL
Biotechnology.....	BITC, SCIT
Business .....	BUSI
Business Computer Information Systems .....	BCIS, COSC
Business Systems Technology .....	ACNT, ITSW, POFI, POFT
Chemistry.....	CHEM
Child Care Technology .....	CDEC
Cosmetology .....	CSME
Criminal Justice .....	CJCR, CJLE, CJSA, CRIJ, HMSY
Economics .....	ECON
Education .....	EDUC

English.....	ENGL
Fire Technology.....	FIRT
French.....	FREN
Geology.....	GEOL
German.....	GERM
Government.....	GOVT
History.....	HIST
Industrial Technology.....	BMGT, CNBT, CETT, DFTG, ELPT, ENTC, HART, HYDR, IEIR, PFPB, SEST, SMER, WDWK, WLDG
Kinesiology.....	KINE
Mathematics.....	MATH
Management.....	ACNT, BMGT, BUSG, ITSC, ITSW, MRKG, HRPO
Medical Assisting Technology.....	FMLD, HITT, MDCA, MRMT
Music.....	MUEN, MUAP, MUSI
Nursing.....	RNSG, VNSG
Pharmacy Technician.....	PHRA
Philosophy.....	PHIL
Physics.....	PHYS
Psychology.....	PSYC
Reading.....	READ
Real Estate.....	RELE
Respiratory Care Technology.....	RSPT
Sociology.....	SOCI
Spanish.....	SPAN
Speech.....	SPCH
Surgical Technology.....	SRGT
Theatre.....	DRAM
Welding.....	WLDG

# AGRICULTURE

## FRESHMAN YEAR

### SUGGESTED CURRICULUM ONLY

FIRST SEMESTER	SECOND SEMESTER
ENGL 1301 Composition I.....3	ENGL 1302 Composition II.....3
Select two of the following courses:	Select two of the following courses:
AGRI 1307 Agronomy OR	AGRI 1307 Agronomy OR
AGRI 1319 Intro Animal Science OR	AGRI 1319 Intro Animal Science OR
AGRI 2317 Intro to Ag Economics OR	AGRI 2317 Intro to Ag Economics OR
AGRI 2330 Wildlife Cons & Mgmt.....6	AGRI 2330 Wildlife Cons & Mgmt.....6
BIOL 1411 General Botany .....4	HIST 1302 United States History II.....3
HIST 1301 United States History I.....3	MATH 1314 College Algebra.....3
KINE Physical Training.....1	KINE Physical Training.....1
Total 17	Total 16

## SOPHOMORE YEAR

### GENERAL AGRICULTURE

FIRST SEMESTER	SECOND SEMESTER
AGRI 2303 Ag Construction I OR	AGRI 2301 Ag Power Units OR
AGRI 2304 Ag Construction II.....3	AGRI 1315 Horticulture.....3
Humanities .....3	SPCH 1315 Pub Speaking OR
CHEM 1405 Intro Chemistry I.....4	SPCH 1321 Bus & Prof Comm.....3
GOVT 2305 Federal Government.....3	GOVT 2306 Texas Government.....3
BCIS 1305 Business Computer App.....3	Social/Behavioral Science.....3
	Fine Arts (survey course).....3
Total 16	Total 15

### AGRICULTURE ECONOMICS OR AGRICULTURE BUSINESS

FIRST SEMESTER	SECOND SEMESTER
AGRI 2303 Ag Construction I.....3	SPCH 1315 Pub Speaking OR
GOVT 2305 Federal Government.....3	SPCH 1321 Bus & Prof Comm.....3
CHEM 1405 Intro Chemistry I.....4	GOVT 2306 Texas Government.....3
Humanities .....3	ENGL 2311 Tech & Bus Writing.....3
BCIS 1305 Business Computer App.....3	Social/Behavioral Science.....3
	Fine Arts (survey course).....3
Total 16	Total 15

### AGRICULTURE SERVICES

FIRST SEMESTER	SECOND SEMESTER
AGRI 2303 Ag Construction I.....3	Select one of the following courses:
CHEM 1405 Intro Chemistry I.....4	AGRI 1315 Horticulture OR
SPCH 1315 Pub Speaking OR	AGRI 2301 Ag Power Units OR
SPCH 1321 Bus & Prof Comm.....3	AGRI 2304 Ag Construction II.....3
Humanities .....3	GOVT 2306 Texas Government.....3
GOVT 2305 Federal Government.....3	Social/Behavioral Science.....3
	Fine Arts (survey course).....3
	BCIS 1305 Business Computer App.....3
Total 16	Total 15



# ALLIED HEALTH (ABILENE ONLY)

The Department of Allied Health offers programs that prepare its graduates to become key members of the healthcare team. Students may pursue coursework leading to a major in Medical Assisting Technology, Pharmacy Technician, Respiratory Therapy and Surgical/Operating Room Technology. Coursework available at CJC allows students to prepare for employment in a variety of community and institutional healthcare settings and/or pursue advanced degrees in health-related studies. Students are advised that many of the clinical sites utilized in the program require a background check and/or drug screening before the student can participate in the clinical portion of the program.

## MEDICAL ASSISTING

Medical assistants perform routine administrative tasks in offices and clinics of physicians, podiatrists, chiropractors and optometrists. The duties of medical assistants vary from office to office, depending on office location, size and specialty.

The Medical Assisting Technology program offers three options: a two-year Associate in Applied Science Degree, a two-year level two Certificate in Clinical and Administrative Medical Assisting and two one-year Certificates in Clinical Medical Assisting or Administrative Medical Assisting. The Medical Assisting Technology program provides courses for those who wish to be employed by doctor's offices, clinics and other health care settings. Completion of the Medical Assisting Technology level two certificate or A.A.S. degree prepares the graduate to test for certification from the AAMA. No credit is given for experiential learning.

The CJC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Program ([www.caahep.org](http://www.caahep.org)), on recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants' Endowment (AAMAE).

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

*Must complete 48 credit hours or 16 of the last 21 credit hours with Cisco College*

<b>SEMESTER ONE</b>	
ENGL 1301 Composition I.....	3
MDCA 1313 Medical Terminology.....	3
MDCA 1321 Admin Procedures.....	3
VNSG 1405 Health Science.....	4
MRMT 1307 Medical Transcription I.....	3
Total	16

<b>SEMESTER THREE</b>	
PSYC 2301 General Psychology OR	
PSYC 2319 Social Psychology.....	3
GOVT 2305 Federal Government OR	
GOVT 2306 Texas Government.....	3
RNSG 1108 Dosage Calculations.....	1
MDCA 1417 Procedures in Clinical Setting ...	4
RNSG 1301 Pharmacology OR	
PHRA 1305 Drug Classification.....	3
Total	14

<b>SEMESTER TWO</b>	
Humanities/Fine Arts Elective.....	3
HITT 1311 Computers in Health Care.....	3
MDCA 1305 Medical Law and Ethics.....	3
ITSW 1304 Introduction to Spreadsheets.....	3
ITSC 1301 Introduction to Computers.....	3
Total	15

<b>SEMESTER FOUR</b>	
MATH 1314 College Algebra.....	3
FMLD 1345 Lifespan Growth and Dev.....	3
MDCA 1343 Medical Insurance.....	3
MDCA 1452 Med Assist Lab Procedures.....	4

Total 13

SEMESTER FIVE  
 MDCA 2460 Clinical-Medical Assisting .....4  
 Total 4

*Capstone: Departmental Exam*

**LEVEL II CERTIFICATE – CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING**

**SEMESTER ONE**

MDCA 1313 Medical Terminology .....3  
 MDCA 1321 Administration Procedures .....3  
 VNSG 1405 Health Science .....4  
 MDCA 1343 Medical Insurance .....3  
 ITSC 1301 Intro to Computers.....3  
 Total 16

**SEMESTER TWO**

HITT 1311 Computers in Health Care .....3  
 MDCA 1305 Medical Law and Ethics .....3  
 FMLD 1345 Lifespan Growth & Dev .....3  
 MRMT 1307 Medical Transcription I.....3  
 Total 12

**SEMESTER THREE**

VNSG 1216 Nutrition .....2  
 MDCA 1417 Procedures in Clinical Setting ...4  
 MDCA 1452 Med Assist Lab Procedures .....4  
 RNSG 1108 Dosage Calculations .....1  
 RNSG 1301 Pharmacology OR  
 PHRA 1305 Drug Classification .....3  
 ITSW 1304 Introduction to Spreadsheets.....3  
 Total 17

**SEMESTER FOUR**

MDCA 2460 Clinical-Medical Assisting .....4  
 Total 4

*Capstone: Departmental Exam*

**LEVEL I CERTIFICATE – ADMINISTRATIVE MEDICAL ASSISTING**

**SEMESTER ONE**

MDCA 1313 Medical Terminology .....3  
 MDCA 1321 Admin Procedures .....3  
 VNSG 1405 Health Science .....4  
 MRMT 1307 Medical Transcription I.....3  
 MDCA 1343 Medical Insurance .....3  
 Total 16

**SEMESTER TWO**

HITT 1311 Computers in Health Care .....3  
 MDCA 1305 Medical Law & Ethics .....3  
 FMLD 1345 Lifespan Growth & Dev .....3  
 ITSW 1304 Introduction to Spreadsheets.....3  
 ITSC 1301 Introduction to Computers .....3  
 Total 15

**SEMESTER THREE**

MDCA 2460 Clinical-Medical Assisting .....4  
 Total 4

*Capstone: Departmental Exam*

**LEVEL I CERTIFICATE – CLINICAL MEDICAL ASSISTING**

**SEMESTER ONE**

MDCA 1313 Medical Terminology .....3  
 VNSG 1405 Health Science .....4  
 RNSG 1108 Dosage Calculations .....1  
 MDCA 1417 Procedures in Clinical Setting ...4  
 RNSG 1301 Pharmacology OR  
 PHRA 1305 Drug Classification .....3  
 Total 15

**SEMESTER TWO**

FMLD 1345 Lifespan Growth & Dev .....3  
 MDCA 1452 Med Assist Lab Procedures .....4  
 MDCA 1305 Medical Law and Ethics .....3  
 VNSG 1216 Nutrition .....2  
 Total 12

**SEMESTER THREE**

MDCA 2460 Clinical-Medical Assisting .....4  
 Total 4

*Capstone: Departmental Exam*

## PHARMACY TECHNICIAN

A pharmacy technician is an individual who is registered with the Texas State Board of Pharmacy (TSBP) as a pharmacy technician. Responsibility in a pharmacy is to provide technical services that do not necessarily require professional judgment regarding preparing and distributing drugs but includes working under the direct supervision of a pharmacist. Certified pharmacy technicians may work in institutional or community settings.

CJC offers a 34 semester hour certificate program for pharmacy technicians. The program is designed to be completed in one academic year. Students completing the program will be eligible to take the national certification exam from the Pharmacy Technician Certification Board. A student must successfully complete semester one courses prior to enrolling in courses in semester two. Pharmacy technician students must be registered with the TSBP as a pharmacy technician student which will require a background check. For further information contact the Director of Allied Health.

### *LEVEL I CERTIFICATE – PHARMACY TECHNICIAN*

<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
MDCA 1313 Medical Terminology .....3	RNSG 1108 Dosage Calculations .....1
MDCA 1305 Medical Law & Ethics .....3	PHRA 1313 Community Pharmacy Prac .....3
VNSG 1405 Health Science .....4	PHRA 1349 Institutional Pharmacy Prac .....3
POFT 1329 Beginning Keyboarding .....3	PHRA 1345 Intravenous Ad & Sterile Comp 3
PHRA 1301 Intro to Pharmacy .....3	PHRA 2460 Clinical II .....4
PHRA 1160 Clinical I .....1	RNSG 1301 Pharmacology OR
	PHRA 1305 Drug Classification .....3
Total 17	Total 17

*Capstone: Departmental Exam*

## RESPIRATORY CARE/THERAPY

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As members of this team, respiratory therapists should exemplify the standards and ethics expected of all health care professionals (Commission on Accreditation of Allied Health Education Programs, 2003).

Respiratory Therapists must be sensitive to the needs of patients who have serious physical impairments, work well as a member of a team, have superior communication skills, have the ability to pay close attention to detail and follow instructions carefully.

CJC offers an Associate in Applied Science in Respiratory Therapy. Students completing the Respiratory Care Program are eligible to seek Registered Respiratory Therapist recognition from the American Association for Respiratory Care.

Enrollment is limited. Students must apply for admission to the program. The clinical coordinator for the Respiratory Care Program should be contacted to describe the application procedure.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

Must complete 48 credit hours or 17 of the last 21 credit hours with Cisco College

#### SEMESTER ONE

MDCA 1313 Medical Terminology .....	3
ENGL 1301 Composition I .....	3
BIOL 2401 Anatomy & Physiology I .....	4
RSPT 1101 Introduction to Respiratory Care..	1
RSPT 1160 Clinical Respiratory Care.....	1
RSPT 1329 Respiratory Care Fund I.....	3
Total	15

#### SEMESTER TWO

RSPT 1240 Adv Cardiopulmonary A & P ....	2
RSPT 1331 Respiratory Care Fund II .....	3
RSPT 1266 Practicum/Respiratory Therapy ..	2
MATH 1314 College Algebra OR	
MATH 1342 Elem Statistics .....	3
BIOL 2402 Anatomy & Physiology II .....	4
Total	14

#### SEMESTER THREE

(Summer session 12 weeks)

RSPT 2317 Respiratory Care Pharmacology ..	3
RSPT 2314 Mechanical Ventilation.....	3
RSPT 1267 Practicum/Respiratory Care .....	2
Total	8

#### SEMESTER FOUR

RSPT 2210 Cardiopulmonary Disease .....	2
RSPT 2266 Practicum/Respiratory Care .....	2
RSPT 2353 Neonatal/ Pedicardiopulmonary care/PALS .....	3
Humanities/Fine Arts Elective .....	3
GOVT 2306 Texas Government .....	3
Total	13

#### SEMESTER FIVE

(Summer session 12 weeks)

RSPT 1141 Respiratory Home Care/Rehab ....	1
RSPT 1491 Special Topics-Mech Ventilation/TDP/ACLS .....	4
RSPT 2267 Practicum/Respiratory Care .....	2
RSPT 2305 Pulmonary Diagnostics .....	3
BIOL 2421 Microbiology .....	4
Total	14

#### SEMESTER SIX

*RSPT 2131 Clinical Simu in Resp Care.....	1
*RSPT 2366 Practicum/ Respiratory Care .....	3

Total 4

\*Requires passing NBRC Entry Level Exam

\*Capstone Experience: Departmental Exam

### SURGICAL TECHNOLOGY

The Surgical Technology program prepares students to be a part of the surgical staff who assist with patient care in the operating room. Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The Cisco College Surgical Technology Program is a one-year certificate program. There are three prerequisite classes required for admittance into the program: Medical Terminology, Medical Law and Ethics and Health Science, all of which are taught at the

Abilene Educational Center. The program includes hours of clinical observation and experience in the operating room as well as classroom lecture.

***LEVEL I CERTIFICATE***

**FIRST SEMESTER**

VNSG 1405 Health Science .....	4
MDCA 1305 Medical Law & Ethics .....	3
MDCA 1313 Medical Terminology .....	3

Total 10

**SECOND SEMESTER**

SRGT 1405 Intro to Surgical Tech.....	4
SRGT 1409 Fund of Perioperative Concept..	3
SRGT 1441 Surgical Procedures I .....	4
SRGT 1260 Clinical I.....	2

Total 13

**THIRD SEMESTER**

SRGT 1442 Surgical Procedures II .....	4
SRGT 2260 Clinical II .....	2
SRGT 1244 Tech Science for ST .....	2
SRGT 2362 Clinical III.....	3
SRGT 2130 Professional Readiness.....	1

Total 12

*Capstone: Departmental Exam*

# ART

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
HIST 1301 United States History I.....	3
ARTS 1316 Drawing I.....	3
ARTS 1311 Design I.....	3
Science.....	4

Total 16

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
HIST 1302 United States History II.....	3
ARTS 1317 Drawing II.....	3
ARTS 1312 Design II.....	3
Science.....	4

Total 16

### SOPHOMORE YEAR

#### FIRST SEMESTER

Humanities.....	3
GOVT 2305 Federal Government.....	3
ARTS 2316 Painting I.....	3
MATH 1314 College Algebra.....	3
BCIS 1305 Business Computer App.....	3
Elective.....	3

Total 18

#### SECOND SEMESTER

SPCH 1315 Pub Speaking or	
SPCH 1321 Bus & Prof Comm.....	3
GOVT 2306 Texas Government.....	3
ARTS 2317 Painting II.....	3
ARTS 1301 Art Appreciation OR	
ARTS 2326 Sculpture I.....	3
Behavioral/Social Sciences Elective.....	3

Total 15

# ATHLETIC TRAINING (CISCO ONLY)

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
HIST 1301 United States History I.....	3
MATH 1314 College Algebra.....	3
BIOL 1413 General Zoology.....	4
KINE 1101 Physical Training for Freshmen...1	
BCIS 1305 Business Computer App.....	3

Total 17

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
HIST 1302 United States History II.....	3
CHEM 1405 Intro Chemistry I.....	4
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
KINE 1102 Physical Training for Freshmen .1	
KINE 2356 Care and Prevention.....	3

Total 17

### SOPHOMORE YEAR

#### FIRST SEMESTER

GOVT 2305 Federal Government.....	3
PSYC 2301 General Psychology.....	3
PHYS 1401 College Physics I.....	4
BIOL 2401 Anatomy & Physiology I.....	4
KINE 2101 Physical Training for Soph.....	1
Fine Arts (Survey Course).....	3

Total 18

#### SECOND SEMESTER

GOVT 2306 Texas Government.....	3
SOCI 1301 Introductory Sociology.....	3
Humanities.....	3
KINE 2102 Physical Training for Soph.....	1
BIOL 2402 Anatomy & Physiology II.....	4

Total 14

# AUTOMOTIVE TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE

Must complete 48 credit hours or 16 of the last 21 credit hours with Cisco College

The Automotive Technology program consists of a two-year Associate in Applied Science Degree, a two-year certificate and two one-year level one certificates. A student receiving a degree, a two-year certificate or a level one certificate must complete the Capstone Requirements.

In-depth training prepares students for an entry-level job or enables them to upgrade job skills. Graduates of this program are capable of working in many settings. Opportunities are available in automobile dealerships, automobile repair shops, service stations, automotive parts stores, automotive specialty shops and service repair centers. The automotive field offers unending challenges as the industry is ever changing. Never before in the nation's history has there been a greater need for automotive technicians.

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I .....	3
MATH 1314 College Algebra .....	3
AUMT 1405 Intro to Automotive Tech .....	4
AUMT 1407 Auto Electrical Systems.....	4
Total	14

#### SECOND SEMESTER

AUMT 2417 Engine Perf Analysis I .....	4
AUMT 2434 Engine Perf Analysis II.....	4
AUMT 2413 Manual Drive Train & Axles ...	4
BCIS 1305 Business Computer App .....	3
Total	15

### SOPHOMORE YEAR

#### FIRST SEMESTER

AUMT 1410 Automotive Brake Systems .....	4
AUMT 1416 Suspension & Steering.....	4
AUMT 1419 Automotive Engine Repair .....	4
AUMT 2443 Adv Emission Sys Diagnostics..	4
Humanities/Fine Arts Elective .....	3
Total	19

#### SECOND SEMESTER

AUMT 1445 Automotive Heating & Air .....	4
AUMT 2425 Automatic Trans & Transaxle...	4
AUMT 2440 Automotive Alternative Fuels..	4
PSYC 2301 General Psychology OR	
GOVT 2306 Texas Government OR	
SOCI 1301 Introductory Sociology.....	3
Total	15

Capstone: Departmental Examination

## LEVEL II CERTIFICATE – AUTOMOTIVE TECHNOLOGY

### FRESHMAN YEAR

#### FIRST SEMESTER

AUMT 1405 Intro to Automotive Tech .....	4
AUMT 1407 Auto Electrical Systems.....	4
Total	8

#### SECOND SEMESTER

AUMT 2417 Engine Perf Analysis I .....	4
AUMT 2434 Engine Perf Analysis II.....	4
AUMT 2413 Manual Drive Train & Axles ...	4
Total	12

### SOPHOMORE YEAR

#### FIRST SEMESTER

AUMT 1410 Automotive Brake Systems .....	4
AUMT 1416 Suspension & Steering.....	4
AUMT 1419 Automotive Engine Repair .....	4
AUMT 2443 Adv Emission Sys Diagnostics..	4
Total	16

#### SECOND SEMESTER

AUMT 1445 Automotive Heating & Air .....	4
AUMT 2425 Automatic Trans & Transaxle..	4
AUMT 2440 Automotive Alternative Fuels..	4
Total	12

**LEVEL I CERTIFICATE – AUTOMOTIVE PERFORMANCE**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
AUMT 1405 Intro to Automotive Tech .....	4	AUMT 2417 Engine Perf Analysis I.....	4
AUMT 1407 Auto Electrical Systems.....	4	AUMT 2434 Engine Perf Analysis II.....	4
AUMT 1419 Automotive Engine Repair .....	4	AUMT 2413 Manual Drive Train & Axles ...	4
	Total 12		Total 12

**LEVEL I CERTIFICATE – AUTOMOTIVE DRIVEABILITY**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
AUMT 1410 Automotive Brake Systems .....	4	AUMT 1445 Automotive Heating & Air .....	4
AUMT 1416 Suspension & Steering.....	4	AUMT 2425 Automatic Trans & Transaxle..	4
AUMT 1419 Automotive Engine Repair .....	4	AUMT 2440 Automotive Alternative Fuels..	4
AUMT 2443 Adv Emission Sys Diagnostics..	4		
	Total 16		Total 12

*Capstone: Departmental Examination*

## **BASIC FIREFIGHTER CERTIFICATION (ABILENE ONLY)**

The Basic Firefighter Certification is designed to prepare the student for a career as a professional firefighter. The certificate meets the state curriculum requirements for certification as a basic firefighter in Texas. Students accepted into the program must also complete the Basic Emergency Medical Technician course in order to receive state certification. The EMT basic course is included in the curriculum.

**BASIC FIREFIGHTER CERTIFICATION-LEVEL I CERTIFICATE**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
EMSP 2237 Emergency Procedures.....	2	EMSP 1261 Clinical-EMT .....	2
POFT 1313 Professional Workforce .....	3	FIRS 1301 Firefighter Cert I .....	3
POFI 1301 Computer Applications I.....	3	FIRS 1407 Firefighter Cert II.....	4
EMSP 1501 Emerg Medical Tech-Basic.....	5	FIRS 1313 Firefighter Cert III.....	3
	Total 13		Total 12

<b>THIRD SEMESTER</b>	
FIRS 1319 Firefighter Cert IV .....	3
FIRS 1323 Firefighter Cert V.....	3
FIRS 1329 Firefighter Cert VI .....	3
FIRS 1433 Firefighter Cert VII.....	4
	Total 13

*Capstone Test*



# BIOLOGY

## *SUGGESTED CURRICULUM ONLY*

### ***FRESHMAN YEAR***

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ENGL 1301 Composition I .....3	ENGL 1302 Composition II.....3
BIOL 1406 Biol for Sci Majors I .....4	BIOL 1407 Biol for Sci Majors II .....4
MATH 1314 College Algebra.....3	MATH 1316 Plane Trigonometry .....3
HIST 1301 United States History I .....3	HIST 1302 United States History II .....3
BCIS 1305 Business Computer App.....3	SPCH 1315 Pub Speaking OR SPCH 1321 Bus & Prof Comm.....3
Total 16	Total 16

### ***SOPHOMORE YEAR***

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
Humanities .....3	Fine Arts (survey course) .....3
CHEM 1411 General Chemistry I.....4	CHEM 1412 General Chemistry II.....4
GOVT 2305 Federal Government .....3	GOVT 2306 Texas Government .....3
Social/Behavioral Science.....3	PHYS 1402 College Physics II .....4
PHYS 1401 College Physics I.....4	BIOL 2421 Microbiology.....4
Total 17	Total 18

# BIOTECHNOLOGY (ABILENE ONLY)

Biotechnology is an evolving technology that has applications in fields such as medical research, biomanufacturing, pharmaceuticals, forensics, agriculture, alternative fuels and environmental science. Biotechnology students will have the opportunity to participate in a variety of classroom and laboratory experiences.

### *LEVEL I CERTIFICATE – BIOTECHNOLOGY TECHNICIAN*

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
BITC 1200 Fund Biological Sci.....2	BITC 1350 Spec Studies & Biomedical Iss...3
BITC 1311 Intro to Biotechnology .....3	BITC 2431 Cell Culture Techniques .....4
BITC 1402 Biotech Lab Methods/Tech .....4	BITC 2441 Molecular Biology Techniques ..4
BITC 1445 Medical Biotechnology .....4	BITC 2411 Biotech Lab Instruments .....4
SCIT 1414 Applied General Chemistry .....4	BITC 1391 Special Topics-Immunology .....3
Total 17	Total 18
<b>THIRD SEMESTER</b>	
BITC 2486 Internship .....4	

*Capstone: Departmental Examination*

# BUSINESS ADMINISTRATION

## *SUGGESTED CURRICULUM ONLY*

### **FRESHMAN YEAR**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ENGL 1301 Composition I.....3	ENGL 1302 Composition II.....3
BCIS 1305 Business Computer App.....3	HIST 1302 United States History II.....3
Laboratory Science .....4	Laboratory Science.....4
BUSI 1301 Business Principles.....3	SPCH 1315 Pub Speaking OR
HIST 1301 United States History I.....3	SPCH 1321 Bus & Prof Comm.....3
	Visual and Performing Arts.....3
Total 16	Total 16

### **SOPHOMORE YEAR**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
Humanities .....3	ENGL 2311 Technical & Bus Writing.....3
ACCT 2301 Principles of Accounting I.....3	ACCT 2302 Principles of Accounting II.....3
GOVT 2305 Federal Government.....3	GOVT 2306 Texas Government .....3
ECON 2301 Prin of Economics .....3	ECON 2302 Prin of Economics .....3
MATH 1324 Math for Bus & Soc Sci I OR	MATH 1325 Math for Bus & Soc Sci II.....3
MATH 1314 College Algebra.....3	Elective ..... 1-3
Total 15	Total 16-18

# BUSINESS SYSTEMS TECHNOLOGY

## **ASSOCIATE IN APPLIED SCIENCE DEGREE**

*Must complete 48 credit hours or 17 of the last 21 credit hours with Cisco College*

The Associate in Applied Science Degree in Business Systems Technology offers courses in contemporary office technologies and procedures. A level one Administrative Technician certificate and a level two Administrative Specialist certificate are also offered in the BST program. The program uses a hands-on approach to instruction in computer applications including word processing, electronic spreadsheets, database management and presentation software. In addition to computer skills, other important business skills such as business communications and principles of management are required in the program. The BST program at CJC teaches skills from the Microsoft Office Specialist (MOS) Certification.

Local and state labor projections indicate increased career opportunities in the computer and business fields. Acquired skills prepare the student to work as an administrative assistant or office manager.

### **FRESHMAN YEAR**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ENGL 1301 Composition I.....3	ITSW 1304 Intro to Spreadsheets.....3
ACNT 1303 Intro to Accounting I.....3	POFI 2301 Word Processing.....3
POFT 1329 Beginning Keyboarding.....3	POFT 2301 Intermediate Keyboarding .....3
ITSW 1301 Intro to Word Processing.....3	POFT 1309 Admin Office Procedures I.....3
POFT 1325 Bus Math & Machine App.....3	Humanities/Fine Arts Elective .....3
POFT 1313 Prof Dev for Office Personnel.....3	POFT 2312 Business Communications .....3
Total 18	Total 18

**SOPHOMORE YEAR**

**FIRST SEMESTER**

ACNT 1311 Intro to Computer Accounting.....3
ITSW 1307 Intro to Database.....3
ACNT 1304 Intro to Accounting II.....3
BMGT 1327 Principles of Management .....3
SPCH 1315 Pub Speaking OR
SPCH 1321 Bus & Prof Comm.....3
MATH 1314 College Algebra.....3

Total 18

*Capstone: Departmental Examination*

**SECOND SEMESTER**

BCIS 1305 Business Computer App .....3
BUSI 1301 Business Principles.....3
GOVT 2306 Texas Government OR
PSYC 2301 General Psychology.....3
POFT 2431 Administrative Systems OR
POFI 2486 Internship - Bus/Office Tech .....4

Total 13

**LEVEL II CERTIFICATE – ADMINISTRATIVE SPECIALIST**

**FIRST SEMESTER**

ACNT 1303 Intro to Accounting I.....3
ITSW 1301 Intro to Word Processing.....3
POFT 1329 Beginning Keyboarding.....3
POFT 1325 Bus Math & Machine App.....3
POFT 1313 Prof Dev for Office Personnel.....3

Total 15

**SECOND SEMESTER**

ITSW 1304 Intro to Spreadsheets.....3
POFI 2301 Word Processing.....3
POFT 2301 Intermediate Keyboarding.....3
ACNT 1304 Intro to Accounting II.....3
POFT 2312 Business Communications.....3

Total 15

**THIRD SEMESTER**

ITSW 1307 Intro to Database.....3
ACNT 1304 Intro to Accounting II.....3
ACNT 1311 Intro to Computer Accounting.....3
POFT 2431 Administrative Systems OR
POFI 2486 Internship: Bus/Office Tech.....4

Total 13

*Capstone: Departmental Examination*

**LEVEL I CERTIFICATE – ADMINISTRATIVE TECHNICIAN**

**FIRST SEMESTER**

ACNT 1303 Intro to Accounting I.....3
ITSW 1301 Intro to Word Processing.....3
POFT 1329 Beginning Keyboarding.....3
POFT 1325 Bus Math & Machine App.....3
POFT 1313 Prof Dev for Office Personnel.....3

Total 15

*Capstone: Departmental Examination*

**SECOND SEMESTER**

ITSW 1304 Intro to Spreadsheets.....3
POFI 2301 Word Processing.....3
POFT 1309 Admin Office Procedures I.....3
POFT 2301 Intermediate Keyboarding.....3
POFT 2312 Business Communications.....3

Total 15

# CHEMISTRY

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
HIST 1301 United States History I.....	3
CHEM 1411 General Chemistry I.....	4
MATH 2413 Calc I w/Analytical Geom.....	4
BCIS 1305 Business Computer App.....	3

Total 17

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
HIST 1302 United States History II.....	3
CHEM 1412 General Chemistry II.....	4
MATH 2414 Calc II w/Analytical Geom.....	4
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3

Total 17

### SOPHOMORE YEAR

#### FIRST SEMESTER

Humanities.....	3
GOVT 2305 Federal Government.....	3
CHEM 2423 Organic Chemistry I.....	4
Social/Behavioral Science.....	3
Elective.....	3

Total 16

#### SECOND SEMESTER

GOVT 2306 Texas Government.....	3
CHEM 2425 Organic Chemistry II.....	4
Fine Arts (survey course).....	3
Elective.....	3

Total 13

# CHILD DEVELOPMENT AND EARLY CHILDHOOD (ABILENE ONLY)

The purpose of the Child Care Technology is to produce knowledgeable and competent professionals who are able to work effectively with children birth through 8-year-olds and their families in a variety of roles in Early Childhood educational settings.

A career in child care requires a person who is energetic, reliable and has a positive self-concept. These people should be dedicated to lifelong learning and must enjoy working with and shaping the lives of young children.

The program is designed to provide training for caregivers or administrators in public and private schools, federal agencies, medical facilities, child care agencies, and community agencies that need trained professionals who understand the growth, development, and needs of children.

The A.A.S. program requires students to complete 66 semester credit hours of coursework with 18 hours of general education courses and 48 hours of concentration in the major area of study. Students pursuing the level one certificate will complete 30 semester credit hours of coursework in the major area of study.

## ***ASSOCIATE IN APPLIED SCIENCE DEGREE***

*Must complete 48 credit hours or 17 of the last 21 credit hours with Cisco College*

### ***FRESHMAN YEAR***

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ENGL 1301 Composition I .....3	Humanities/Fine Arts Elective .....3
CDEC 1311 Educating Young Children .....3	CDEC 2341 School Age Child.....3
CDEC 1321 Infant & Toddler.....3	CDEC 1359 Children with Special Needs.....3
CDEC 1354 Child Growth & Development....3	CDEC 1318 Wellness of the Young Child ....3
CDEC 1303 Families, School & Community .3	CDEC1319 Child Guidance .....3
CDEC 1358 Creative Arts.....3	CDEC 1366 Practicum I.....3
Total 18	Total 18

### ***SOPHOMORE YEAR***

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
PSYC 2301 General Psychology.....3	SPCH 1315 Pub Speaking OR
MATH 1314 College Algebra.....3	SPCH 1321 Bus & Prof Comm .....3
CDEC 2307 Math & Science Early Child.....3	CDEC 1356 Emergent Literacy .....3
CDEC 2366 Practicum II .....3	CDEC 2326 Administration I.....3
CDEC 1313 Curriculum Resources .....3	Approved elective:
Total 15	CDEC 2315, 1323, 2304 .....3
	Total 15

*Capstone: Departmental Examination*

*+Prerequisite: CDEC 2366 must have completed 1366*

**LEVEL I CERTIFICATE**

**FIRST SEMESTER**

CDEC 1311 Educating Young Children .....	3
CDEC 1321 Infant & Toddler .....	3
CDEC 1354 Child Growth & Development....	3
CDEC 1313 Curriculum Resources .....	3
CDEC 1303 Families, School & Community .3	
Total	15

**SECOND SEMESTER**

CDEC 1319 Child Guidance .....	3
CDEC 2341 School Age Child.....	3
CDEC 1366 Practicum I.....	3
CDEC 1359 Children with Special Needs.....	3
CDEC 1318 Wellness of the Young Child.....	3
Total	15

*Capstone: Departmental Examination*

**LEVEL II CERTIFICATE**

**FIRST SEMESTER**

CDEC 1311 Educating Young Children .....	3
CDEC 1359 Children w/Special Needs.....	3
CDEC 1303 Families, School & Community .3	
CDEC 1318 Wellness of the Young Child.....	3
CDEC 1354 Child Growth & Development....	3
Total	15

**SECOND SEMESTER**

CDEC 1321 Infant and Toddler .....	3
CDEC 1313 Curriculum Resources.....	3
CDEC 1319 Child Guidance .....	3
CDEC 1366 Practicum I.....	3
Total	12

**THIRD SEMESTER**

CDEC 1356 Emergent Lit Early Childhood....	3
CDEC 1358 Creative Arts Early Childhood....	3
CDEC 2326 Admin of Programs for Children 3	
CDEC 2315 Cultural/Multilingual Ed.....	3
Total	12

**FOURTH SEMESTER**

CDEC 2307 Math & Sci Early Childhood ....	3
+CDEC 2366 Practicum II .....	3
CDEC 2341 School Age Child.....	3
Approved elective:	
CDEC 2304, 1335, 1323 .....	3
Total	12

*Capstone: Competency Examination*

*+Prerequisites: CDEC 2366 must have completed CDEC 1366*

**CREDENTIAL TRAINING**

The Child Development Associate (CDA) National Credentialing Program is designed to enhance the quality of child care. Assessment and credentialing of qualifying child care providers is administered by the Council for Early Childhood Professional Recognition in Washington, D.C. Students seeking this certificate must currently be working with a group of children in the 0-5 age range.

CDEC 1417 Child Dev Assoc. Training I.....	4
+CDEC 2422 Child Dev Assoc. Training II ...	4
+CDEC 2424 Child Dev Assoc. Training III ..	4
CDEC 1354 Child Growth & Development....	3
Total	15

*Successful completion of the fifteen semester hour training program provides students with the skills, knowledge, and required training hours to apply for their CDA assessment.*

*+Prerequisites: CDEC 2422 must have completed CDEC 1417*

*+Prerequisites: CDEC 2424 must have completed CDEC 1417; CDEC 2422*

# COSMETOLOGY (CISCO ONLY)

## *ADMISSION REQUIREMENTS*

Students entering the CJC Cosmetology program must be high school graduates or should have established a high school equivalency and be at least 18 years of age. Prospective students should apply early.

The primary purpose of CJC's cosmetology program is to prepare competent cosmetologists and to provide specialized training, thereby affording the student an opportunity for immediate employment upon completion of the program. A further objective is to equip the student with the basic knowledge and skills which will be useful in the cosmetology field.

The State requires certain information from prospective students prior to enrollment including proof of age, citizenship and proof of high school graduation or GED. Licenses will be issued upon satisfactory completion of state examination. CJC offers programs leading to licenses for operators and instructors. The operator program is a complete one year-program consisting of 1,500 hours of training. The instructor program is 750 hours plus a valid Texas Operators License.

### *OPERATOR – LEVEL I CERTIFICATE*

#### **FIRST SEMESTER**

CSME 1401 Orientation to Cosmetology.....4	
CSME 1405 Fundamentals of Cosmetology ...4	
CSME 2343 Salon Development .....3	
CSME 1410 Intro to Haircutting & Theory ....4	
Total 15	

#### **SECOND SEMESTER**

CSME 1451 Art of Hair Theory & Prac.....4	
CSME 1453 Chem Reformation & Theory...4	
CSME 2401 Prin of Hair Color & Theory ....4	
CSME 1443 Manicuring & Related Theory..4	
Total 16	

#### **THIRD SEMESTER**

**(Summer)**

CSME 1447 Principles of Skin Care/Facials...4	
CSME 2237 Advanced Cosmetology Tech.....2	
CSME 2541 Prep For T.C.C. Exam .....5	
Total 11	

*Capstone: Departmental Examination*

### *INSTRUCTOR – LEVEL I CERTIFICATE*

#### **FIRST SEMESTER**

CSME 1435 Orien to Instruction of Cosm .....4	
CSME 1434 Cosmetology Instructor I.....4	
CSME 2414 Cosmetology Instructor II.....4	
Total 12	

#### **SECOND SEMESTER**

CSME 2415 Cosmetology Instructor III .....4	
CSME 2444 Cosmetology Instructor IV .....4	
CSME 2445 Instruction Theory & Op .....4	
Total 12	

*Capstone: Departmental Examination*

*A student who wishes to apply for the Cosmetology Instructor Certificate must first be a state-licensed cosmetologist.*

# CRIMINAL JUSTICE

The Criminal Justice program offers an Associate in Applied Science Degree, Level I and Level II certificates. The field of criminal justice offers a career of unending challenge and public service. At no time in this nation's history has there been a greater need for qualified, well-educated and dedicated criminal justice professionals. Students who successfully complete the eight criminal justice courses and the requirements of the Associate in Applied Science Degree will earn the degree. The criminal justice courses in this plan are recommended by T.C.L.E.O.S.E.

## **ASSOCIATE IN APPLIED SCIENCE DEGREE**

*Must complete 48 credit hours or 17 of the last 21 credit hours with Cisco College*

### **FRESHMAN YEAR**

#### **FIRST SEMESTER**

CJSA 1322/CRIJ 1301 Intro to CJ .....	3
CJSA 1342/CRIJ 2314 Crim Investigation .....	3
CJSA 1359/CRIJ 2328 Police Sys & Prac .....	3
CJSA 1327/CRIJ 1310 Fund of Crim Law .....	3
CJSA 1325 Criminology .....	3
<b>Total</b>	<b>15</b>

#### **SECOND SEMESTER**

CJSA 1312/CRIJ 1307 Crime in America .....	3
CJSA 2300/CRIJ 2323 Legal Aspects of LE .....	3
CJSA 1313/CRIJ 1306 Court Sys & Prac .....	3
CJSA 1317/CRIJ 1313 Juvenile Justice .....	3
CJSA 2334 Contemp Issues in CJ .....	3
<b>Total</b>	<b>15</b>

### **SOPHOMORE YEAR**

#### **FIRST SEMESTER**

CJLE 1333 Traffic Law Investigations or	
CJCR 1304 Probation & Parole .....	3
ENGL 1301 Composition I .....	3
Humanities or Fine Arts .....	3
CJLE 1345 Crime Scene Investigation .....	3
CJSA 2331 Child Abuse Investigation or .....	3
CJLE 2345 Vice & Narcotics .....	3
SPCH 1315 Public Speaking .....	3
BCIS 1305 Business Computer App .....	3
<b>Total</b>	<b>21</b>

#### **SECOND SEMESTER**

MATH 1314 College Algebra or	
CHEM 1405 Introductory Chemistry I .....	3/4
CJCR 1307/CRIJ 2323 Corr Sys & Prac or	
CJCR 2324/CRIJ 2301 Comm Resources	
in Corr .....	3
PSYC 2301 General Psychology .....	3
GOVT 2305 Federal Government .....	3
HMSY 1342 Understanding/Comb Terr. ....	3
CJSA 1348 Ethics in Law Enforcement .....	3
<b>Total</b>	<b>18/19</b>

*Capstone: Departmental Examination*

## **CRIMINAL JUSTICE-LEVEL II CERTIFICATE**

#### **FIRST SEMESTER**

#### **FIRST SEMESTER**

CJSA 1322/CRIJ 1301 Intro to CJ .....	3
CJSA 1342/CRIJ 2314 Crim Investigation .....	3
CJSA 1359/CRIJ 2328 Police Sys & Prac .....	3
CJSA 1327/CRIJ 1310 Fund of Crim Law .....	3
CJSA 1325 Criminology .....	3
<b>Total</b>	<b>15</b>

#### **SECOND SEMESTER**

#### **SECOND SEMESTER**

CJSA 1312/CRIJ 1307 Crime in America .....	3
CJSA 2300/CRIJ 2323 Legal Aspects of LE .....	3
CJSA 1313/CRIJ 1306 Court Sys & Prac .....	3
CJSA 1317/CRIJ 1313 Juvenile Justice .....	3
CJSA 2334 Contemp Issues in CJ .....	3
<b>Total</b>	<b>15</b>



**SOPHOMORE YEAR**

**FIRST SEMESTER**

CJLE 1333 Traffic Law Investigations or	
CJCR 1304 Probation & Parole .....	3
CJSA 1348 Ethics in Law Enforcement .....	3
CJSA 2331 Child Abuse Investigation or .....	3
CJLE 2345 Vice & Narcotics.....	3
CJLE 1345 Crime Scene Investigation.....	3
Total	12

**SECOND SEMESTER**

CJCR 1307/CRIJ 2323Corr Sys & Prac or	
CJCR 2324/CRIJ 2301Comm Resources in	
Corr .....	3
HMSY 1342 Understanding/Comb Terr. ....	3
Total	6

**CRIMINAL JUSTICE-LEVEL I CERTIFICATE**

**FIRST SEMESTER**

CJSA 1322 Intro to CJ .....	3
CJSA 1342 Crim Investigation .....	3
CJSA 1359 Police Sys & Prac.....	3
CJSA 1327 Fund of Crim Law.....	3
CJSA 1325 Criminology .....	3
Total	15

**SECOND SEMESTER**

CJSA 1312 Crime in America.....	3
CJSA 2300 Legal Aspects of LE.....	3
CJSA 1313 Court Sys & Prac.....	3
CJSA 1317 Juvenile Justice .....	3
CJSA 2334 Contemp Issues in CJ.....	3
Total	15

*Capstone: Departmental Examination*

**HOMELAND SECURITY**

A certificate in Homeland Security allows learners to extend their professional homeland security skills while deepening their knowledge on a wide variety of Homeland Security issues.

**HOMELAND SECURITY-LEVEL I CERTIFICATE**

**FIRST SEMESTER**

HMSY 1337 Intro to Homeland Security.....	3
HMSY 1342 Understanding & Comb Terr .....	3
HMSY 1391 Sp Topics in Homeland Sec .....	3
CJSA 1342 Criminal Investigation.....	3
Total	12

**SECOND SEMESTER**

CJSA 2300 Legal Aspects of LE .....	3
HMSY 2337 Managing a Unified Inc Com ...	3
CJSA 1327 Fund of Criminal Law .....	3
HMSY 1343 Weapons of Mass Destruction .	3
Total	12

*Capstone: Departmental Examination*

# EDUCATION

## ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (A.A.T.) degree was developed by the Texas Higher Education Coordinating Board and implemented in the Fall of 2005. The A.A.T. transfers to any state university and several local, private universities. The Education Department endeavors to work closely with local institutions; however, students should consult with transfer counselors at the chosen university. Education courses provide students with the foundation in learning strategies necessary for working with students in all grade levels. In accordance with state guidelines, education students have the opportunity to observe in public schools. The Texas Education Agency requires all students to pass a criminal background check. Additional information may be reviewed at the state website ([www.sbec.state.tx.us](http://www.sbec.state.tx.us)).

Prerequisites for entering the program:

1. Cumulative GPA of 2.6 or above
2. Completion of 24 semester hours with a grade of 'C' or above in: English 1301; Speech 1315; Social/Behavioral; Science; and Math 1314
3. THEA scores: 230 in Reading; 230 in Math; and 220 in Writing

## ASSOCIATE OF ARTS IN TEACHING

### LEADING TO INITIAL TEXAS TEACHER CERTIFICATION

#### EC-6 (EXCEPT EARLY CHILDHOOD DEGREE SPECIALIZATION), 4-8, EC-12

#### FRESHMAN YEAR

FIRST SEMESTER		SECOND SEMESTER	
ENGL 1301 Composition I.....	3	ENGL 1302 Composition II.....	3
HIST 1301 United States History I.....	3	HIST 1302 United States History II.....	3
MATH 1314 College Algebra or higher.....	3	SPCH 1315 Pub Speaking.....	3
BCIS 1305 Business Computer App.....	3	Social/Behavioral Science.....	3
Science.....	4	Science.....	4
	Total 16		Total 16

#### SOPHOMORE YEAR

FIRST SEMESTER		SECOND SEMESTER	
Humanities.....	3	Visual/Performing Arts.....	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government.....	3
Laboratory Science.....	3	Kinesiology.....	1
MATH 1350 Fundamentals of Math I.....	3	MATH 1351 Fundamentals of Math II.....	3
EDUC 1301 Intro to the Teaching Prof.....	3	EDUC 2301 Intro to Special Populations.....	3
	Total 15		Total 13

# ENGLISH

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
Foreign Language .....	4
Laboratory Science .....	4
HIST 1301 United States History I .....	3
Visual & Performing Arts .....	3
Total	17

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
Foreign Language.....	4
Laboratory Science.....	4
HIST 1302 United States History II .....	3
MATH 1314 College Algebra .....	3
Total	17

### SOPHOMORE YEAR

#### FIRST SEMESTER

Sophomore Literature.....	3
Foreign Language .....	3
GOVT 2305 Federal Government.....	3
BCIS 1305 Business Computer App.....	3
SPCH 1315 Pub Speaking or SPCH 1321 Bus & Prof Comm.....	3
Total	15

#### SECOND SEMESTER

Sophomore Literature.....	3
Foreign Language.....	3
GOVT 2306 Texas Government .....	3
Behavioral/Soc. Sciences Elective .....	3
Elective .....	3
Total	15

# FIRE TECHNOLOGY (ABILENE ONLY)

The Fire Protection Technology program is designed to provide the student with knowledge and skills in areas related to fire science. All courses are approved by the Texas Commission on Fire Protection and are required by fire fighters seeking intermediate, advanced and master levels of certification. Students exit with a certificate in the program.

## *FIRE TECHNOLOGY--LEVEL I CERTIFICATE*

### *FRESHMAN YEAR*

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
FIRT 1329 Building Codes & Const .....3	FIRT 1307 Fire Prev Codes & Ins .....3
FIRT 1327 Building Const in Fire Service.....3	FIRT 1338 Fire Protection Systems .....3
FIRT 1333 Fire Chemistry I.....3	FIRT 2309 Fire Fighting Strat & Tactics .....3
FIRT 1309 Fire Administration I .....3	FIRT 1342 Fire Officer I.....3
Total 12	Total 12

*Capstone Test*

## *FIRE TECHNOLOGY--LEVEL II CERTIFICATE*

### *FRESHMAN YEAR*

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
FIRT 1329 Building Codes & Const .....3	FIRT 1307 Fire Prev Codes & Ins .....3
FIRT 1327 Building Const in Fire Service.....3	FIRT 1338 Fire Protection Systems .....3
FIRT 1333 Fire Chemistry I.....3	FIRT 2309 Fire Fighting Strat & Tactics .....3
FIRT 1309 Fire Administration I .....3	FIRT 1342 Fire Officer I.....3
Total 12	Total 12

### *SOPHOMORE YEAR*

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
FIRT 1349 Fire Administration II .....3	FIRT 1303 Fire & Arson Investigation I.....3
FIRT 1353 Legal Aspects of Fire Protection...3	FIRT 2307 Fire Instructor II.....3
FIRT 1408 Fire Inspector I.....4	FIRT 1315 Hazardous Materials I.....3
FIRT 2305 Fire Instructor I.....3	FIRT 1343 Fire Officer II.....3
Total 13	Total 9

*Capstone Test*

# FOREIGN LANGUAGE

*FRENCH – GERMAN – SPANISH  
SUGGESTED CURRICULUM ONLY*

## **FRESHMAN YEAR**

### **FIRST SEMESTER**

Foreign Language .....	4
HIST 1301 United States History I .....	3
ENGL 1301 Composition I .....	3
Laboratory Science .....	4
SPCH 1315 Pub Speaking OR SPCH 1321 Bus & Prof Comm .....	3
Total	17

### **SECOND SEMESTER**

Foreign Language.....	4
HIST 1302 United States History II .....	3
ENGL 1302 Composition II .....	3
Laboratory Science.....	4
Fine Arts.....	3
Total	17

## **SOPHOMORE YEAR**

### **FIRST SEMESTER**

Foreign Language .....	3
GOVT 2305 Federal Government .....	3
ENGL 2331 World Lit .....	3
HIST 2321 World Civilizations I OR HIST 2322 World Civilizations II.....	3
Elective .....	3
Total	15

### **SECOND SEMESTER**

Foreign Language.....	3
GOVT 2306 Texas Government .....	3
MATH 1314 College Algebra.....	3
Electives .....	6
Total	15

# GENERAL STUDIES

## SUGGESTED CURRICULUM ONLY

This curriculum is designed for the student who desires to explore various areas before declaring a major. The general studies curriculum provides the basic requirements for most baccalaureate degrees.

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I.....	3
Laboratory Science .....	4
HIST 1301 United States History I .....	3
KINE Physical Training.....	1
Fine Arts .....	3
Total 14	

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
Laboratory Science.....	4
HIST 1302 United States History II .....	3
KINE Physical Training .....	1
BCIS 1305 Business Computer App .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
Total 17	

### SOPHOMORE YEAR

FIRST SEMESTER	
Humanities .....	3
GOVT 2305 Federal Government .....	3
MATH 1314 College Algebra.....	3
KINE Physical Training.....	1
Social/Behavioral Science.....	3
Elective .....	3
Total 16	

SECOND SEMESTER	
GOVT 2306 Texas Government .....	3
Electives .....	13
Total 16	

# HISTORY-GOVERNMENT

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I.....	3
Laboratory Science .....	4
MATH 1314 College Algebra.....	3
HIST 1301 United States History I .....	3
BCIS 1305 Business Computer App .....	3
KINE Physical Training.....	1
Total 17	

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
Laboratory Science.....	4
SOCI 1301 Introductory Sociology .....	3
HIST1302 United States History II .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
KINE Physical Training .....	1
Total 17	

### SOPHOMORE YEAR

FIRST SEMESTER	
Sophomore Literature.....	3
HIST 2321 World Civilizations I.....	3
GOVT 2305 Federal Government .....	3
PSYC 2301 General Psychology.....	3
ECON 2301 Prin of Economics .....	3
Total 15	

SECOND SEMESTER	
Sophomore Literature.....	3
HIST 2322 World Civilizations II OR	
HIST 2301 Texas History .....	3
GOVT 2306 Texas Government .....	3
Visual and Performing Arts.....	3
ECON 2302 Prin of Economics .....	3
Total 15	

# INDUSTRIAL TECHNOLOGY (ABILENE ONLY)

The Industrial Technology program consists of a two-year Associate in Applied Science Degree, a level two and a level one Certificate in Industrial Technology, a level one certificate in Refrigeration/Air Conditioning and a level one certificate in Welding. The Industrial Technology program is designed to provide a working knowledge of the many specialized technical skills performed by personnel working in area plants and elsewhere in the service industry. Training skills include a working knowledge of electricity, electrical control of motors, programmable logic controls (PLC's), heating and cooling systems, refrigeration, air conditioning, construction technology, basic drafting using AutoCAD, cabinet making, welding, blueprint reading, plumbing and industrial safety (ergonomics). Training includes preparing students for the E.P.A. Section 608 Stationary Certification Refrigeration/Air Conditioning Exam. In addition, a cooperative education program allows students to receive semester-hour credit for their work experience. This internship is linked to a seminar, which relates course information to job-related problems.

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

*Must complete 48 credit hours or 18 of the last 21 credit hours with Cisco College.*

#### **FRESHMAN YEAR**

##### **FIRST SEMESTER**

ENGL 1301 Composition I .....	3
MATH 1314 College Algebra .....	3
PFPB 1421 Plumbing Maint & Repair .....	4
DFTG 1409 Basic Computer Aided Drafting ..	4
WLDG 1421 Intro to Weld Fundamentals .....	4

Total 18

##### **SECOND SEMESTER**

Humanities/Fine Arts Elective .....	3
GOVT 2306 Texas Government OR	
SOCI 1301 Introductory Sociology .....	3
BCIS 1305 Business Computer App .....	3
BMGT 1482 Co-op Ed: Industrial Tech .....	4
CETT 1402 Electricity Principles .....	4

Total 17

#### **SOPHOMORE YEAR**

##### **THIRD SEMESTER**

BMGT 1483 Co-op Ed: Industrial Tech .....	4
HART 1407 Refrigeration Principles .....	4
IEIR 1410 Motor Controls .....	4
Approved Elective .....	4

Total 16

##### **FOURTH SEMESTER**

HART 2441 Commercial Air Conditioning ..	4
SEST 1441 Boiler Operations .....	4
BMGT 2482 Co-op Ed: Industrial Tech .....	4
WLDG 1417 Intro to Layout and Fab .....	4
CNBT 1416 Construction Technology .....	4

Total 20

+*Capstone: Competency Exam*

**INDUSTRIAL TECHNOLOGY-LEVEL II CERTIFICATE**

**FRESHMAN YEAR**

**FIRST SEMESTER**

PFPB 1421 Plumbing Maint & Repair.....	4
DFTG 1409 Basic Computer Aided Draft .....	4
WLDG 1421 Intro to Weld Fundamentals .....	4
Total	12

**SECOND SEMESTER**

BCIS 1305 Business Computer Apps.....	3
BMGT 1482 Co-op-Ed: Industrial Tech .....	4
CETT 1402 Electricity Principles .....	4
Total	11

**SOPHOMORE YEAR**

**THIRD SEMESTER**

BMGT 1483 Co-op Ed: Industrial Tech.....	4
HART 1407 Refrigeration Principles.....	4
IEIR 1410 Motor Controls .....	4
Approved Elective .....	4
Total	16

**FOURTH SEMESTER**

HART 2441 Commercial Air Cond .....	4
SEST 1441 Boiler Operations .....	4
BMGT 2482 Co-op Ed: Industrial Tech.....	4
WLDG 1417 Intro to Layout and Fab .....	4
CNBT 1416 Construction Technology I .....	4
Total	20

+Capstone: Competency Exam

**INDUSTRIAL TECHNOLOGY-LEVEL I CERTIFICATE**

**FIRST SEMESTER**

PFPB 1421 Plumbing Maint & Repair.....	4
DFTG 1409 Basic Computer Aided Draft .....	4
WLDG 1421 Intro to Weld Fundamentals .....	4
Total	12

**SECOND SEMESTER**

BCIS 1305 Business Computer Apps.....	3
BMGT 1482 Co-op-Ed: Industrial Tech .....	4
CETT 1402 Electricity Principles .....	4
Total	11

+Capstone: Competency Exam

**REFRIGERATION/AIR CONDITIONING-LEVEL I CERTIFICATE**

**FIRST SEMESTER**

BMGT 1482 Co-op Ed: Industrial Tech.....	4
CETT 1402 Electricity Principles .....	4
HART 1407 Refrigeration Principles.....	4
HART 1441 Residential Air Conditioning.....	4
Total	16

**SECOND SEMESTER**

HART 2441 Commercial Air Cond .....	4
SEST 1441 Boiler Operations .....	4
IEIR 1410 Motor Controls .....	4
Total	12

+Capstone: Competency Exam

**WELDING-LEVEL I CERTIFICATE**

**FIRST SEMESTER**

WLDG 1412 Intro to FCAW .....	4
WLDG 1413 Intro to Blueprint Reading.....	4
WLDG 1421 Intro to Weld Fundamentals .....	4
WLDG 1430 Intro to GMAW .....	4
Total	16

**SECOND SEMESTER**

WLDG 1417 Intro to Layout and Fab .....	4
WLDG 1434 Intro to GTAW .....	4
WLDG 1435 Intro to Pipe Welding .....	4
Total	12

+Capstone: Departmental Exam

Approved Electives:

HART 2436 Air Cond Troubleshooting.....	4
WDWK 1313 Cabinet Making.....	3
WLDG 1430 Intro to GMAW .....	4



# KINESIOLOGY (CISCO ONLY)

## *SUGGESTED CURRICULUM ONLY*

### **FRESHMAN YEAR**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
ENGL 1301 Composition I.....3	ENGL 1302 Composition II.....3
SPCH 1315 Pub Speaking OR	BIOL 1413 General Zoology .....4
SPCH 1321 Bus & Prof Comm.....3	Elective .....3
MATH 1314 College Algebra.....3	KINE 1304 Personal/Community Health I....3
KINE 1301 Intro to Physical Fitness & Sport.3	HIST 1302 United States History II.....3
HIST 1301 United States History I.....3	KINE Physical Training .....1
KINE Physical Training.....1	
Total 16	Total 17

### **SOPHOMORE YEAR**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
Sophomore Literature.....3	Elective .....3
BCIS 1305 Business Computer App.....3	KINE 1308 Sports Officiating I .....3
BIOL 1411 General Botany .....4	PSYC or SOCI or ECON .....3
GOVT 2305 Federal Government.....3	GOVT 2306 Texas Government .....3
KINE 1306 First Aid.....3	Fine Arts Elective.....3
KINE Physical Training.....1	KINE Physical Training .....1
Total 17	Total 16

# MANAGEMENT (ABILENE ONLY)

The Management program consists of a two-year Associate in Applied Science Degree and two certificates. The Management program prepares students for professional careers in management and business through the offering of a range of skills addressing employer needs. A comprehensive and up-to-date curriculum gives students the practical, theoretical and technical knowledge needed to be successful in the management profession. A cooperative education course allows students to receive semester-hour credit for their current work experiences.

### ***ASSOCIATE IN APPLIED SCIENCE DEGREE***

*Must complete 48 credit hours or 17 of the last 21 credit hours with Cisco College*

### **FRESHMAN YEAR**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
BMGT 1327 Principles of Management .....3	HRPO 2301 Human Resource Mgmt .....3
MRKG 1311 Principles of Marketing .....3	BMGT 2309 Leadership.....3
BMGT 2305 Adv Comm in Management.....3	HRPO 2307 Organizational Behavior .....3
ACNT 1303 Intro to Accounting I.....3	ITSW 1304 Introduction to Spreadsheets.....3
BMGT 1482 Co-op Ed: MGMT .....4	BMGT 1483 Co-op Ed: MGMT .....4
Total 16	Total 16

**SOPHOMORE YEAR**

**FIRST SEMESTER**

ACNT 1304 Intro to Accounting II.....	3
BMGT 2347 Critical Thinking & Problem Solving.....	3
BMGT 2482 Co-op Ed: MGMT .....	4
BMGT 1344 Negotiations & Conflict Mgmt ..	3
BUSG 2309 Small Business Mgmt .....	3
<b>Total</b>	<b>16</b>

*Capstone: Competency Exam*

**SECOND SEMESTER**

ENGL 1301 Composition I.....	3
MATH 1342 Elementary Statistics .....	3
SOCI 1301 Introductory Sociology.....	3
SPCH 1315 Public Speaking OR SPCH 1321 Bus & Prof Speaking .....	3
Humanities/Fine Arts .....	3
<b>Total</b>	<b>15</b>

**MANAGEMENT-LEVEL II CERTIFICATE**

**FIRST SEMESTER**

BMGT 1327 Principles of Management .....	3
MRKG 1311 Principles of Marketing .....	3
BMGT 2305 Adv Comm in Management.....	3
ACNT 1303 Intro to Accounting I .....	3
BMGT 1482 Co-op Ed: MGMT .....	4
<b>Total</b>	<b>16</b>

**THIRD SEMESTER**

ACNT 1304 Intro to Accounting II.....	3
BMGT 2347 Critical Thinking & Problem Solving.....	3
BMGT 2482 Co-op Ed: MGMT .....	4
BMGT 1344 Negotiations & Conflict Mgmt ..	3
BUSG 2309 Small Business Mgmt .....	3
<b>Total</b>	<b>16</b>

*Capstone: Competency Exam*

**SECOND SEMESTER**

HRPO 2301 Human Resource Mgmt .....	3
BMGT 2309 Leadership.....	3
HRPO 2307 Organizational Behavior .....	3
ITSW 1304 Introduction to Spreadsheets.....	3
BMGT 1483 Co-op Ed: MGMT .....	4
<b>Total</b>	<b>16</b>

**MANAGEMENT-LEVEL I CERTIFICATE**

**FIRST SEMESTER**

BMGT 1327 Principles of Management .....	3
MRKG 1311 Principles of Marketing .....	3
BMGT 2305 Adv Comm in Management.....	3
ACNT 1303 Intro to Accounting I .....	3
BMGT 1482 Co-op Ed: MGMT .....	4
<b>Total</b>	<b>16</b>

*Capstone: Competency Exam*

**SECOND SEMESTER**

HRPO 2301 Human Resource Mgmt .....	3
BMGT 2309 Leadership.....	3
HRPO 2307 Organizational Behavior .....	3
ITSW 1304 Introduction to Spreadsheets.....	3
BMGT 1483 Co-op Ed: MGMT .....	4
<b>Total</b>	<b>16</b>

# MATHEMATICS

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I .....	3
MATH 1314 College Algebra.....	3
Laboratory Science .....	4
HIST 1301 United States History I .....	3
BCIS 1305 Business Computer App.....	3
KINE Physical Training.....	1
Total 17	

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
MATH 1316 Plane Trigonometry OR	
MATH 2412 Precalculus.....	3/4
Laboratory Science.....	4
HIST 1302 United States History II .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
KINE Physical Training.....	1
Total 17/18	

### SOPHOMORE YEAR

FIRST SEMESTER	
MATH 2413 Calc I w/ Analytical Geo .....	4
GOVT 2305 Federal Government.....	3
Humanities .....	3
Social/Behavioral Science.....	3
Elective .....	3
Total 16	

SECOND SEMESTER	
MATH 2414 Calc II w/ Analytical Geo .....	4
GOVT 2306 Texas Government .....	3
Elective .....	3
Fine Arts (Survey Course).....	3
Total 13	

# NURSING (ABILENE ONLY)

Cisco College has two program options for persons seeking an Associate Degree in Nursing. Completion of either option allows the graduate to seek licensure as a registered nurse. Individuals with no previous nursing licenses can enroll in the generic two-year option. Persons licensed as vocational nurses can enroll in the LVN-RN option.

### ASSOCIATE IN APPLIED SCIENCE DEGREE-LVN/RN OPTION

*Must complete 48 credit hours or 16 of the last 21 credit hours with Cisco College*

The LVN/RN Option is a one-year program for licensed vocational nurses leading to an Associate in Applied Science Degree in Nursing which prepares the graduate to take the National Council Licensure Examination for registered nurses (NCLEX-RN). Licensure as a registered nurse must be granted by the Board of Nursing for the State of Texas. Applicants to the Associate Degree Nursing program must be graduates of a state-approved vocational/practical nursing program, be currently licensed as a vocational nurse in Texas and must have completed the required prerequisite courses with a GPA of 2.0 or better.

#### Admission Criteria:

1. Must fulfill the Cisco College requirements for the A.A.S. degree; please refer to the College Catalog
2. Must be a high school graduate or have received a GED

3. Must be a Licensed Vocational Nurse licensed to practice in the State of Texas
4. Completion of prerequisite courses
5. Take the Accuplacer (or have taken the THEA) or provide documentation of exemption
6. Have current immunizations including Hepatitis B vaccine (which must be completed prior to start of direct patient care) or show serologic confirmation of immunity to Hepatitis B virus

Applicants are selected based on the following criteria:

1. All candidates for admission who meet the minimal criteria for admission will be considered. However, the number of applicants normally exceeds the number of students who can be admitted to each class.
2. Preference for admission is determined by the balance of the following factors:
  - Number of support courses completed
  - GPA of support courses
  - Essay score
  - Likert score
  - GPA on prerequisite courses
  - Years of experience as a Licensed Vocational Nurse (LVN)
3. Current vocational nursing students graduating in December may apply for accelerated admission. Admission criteria are available in the Health Sciences office.

Application deadline: September 15 for January class

**PREREQUISITES**

ENGL 1301 Composition I .....	3
BIOL 2401 Anatomy & Physiology I .....	4
BIOL 2402 Anatomy & Physiology II .....	4
PSYC 2314 Lifespan Growth & Dev .....	3
MATH 1314 College Algebra OR	
MATH 1342 Elementary Statistics .....	3
Total	17

***ASSOCIATE DEGREE PROGRAM-LVN/RN OPTION***

**FIRST SEMESTER**

SOCI 1306 Social Problems .....	3
BIOL 2421 Microbiology .....	4
*RNSG 1260 Clinical I .....	2
**RNSG1229 Integrated Nursing Skills II.....	2
***RNSG 2402 Concepts of Nursing	
Practice III for Articulating Students .....	4
Total	15

**SECOND SEMESTER**

*RNSG 2414 Integ Care of Client with Complex Health Care Needs .....	4
**RNSG 2460 Clinical II .....	4

Total 8

\*Co-requisite: RNSG 1229, RNSG 2402  
\*\*Co-requisite: RNSG 1260, RNSG 2402  
\*\*\*Co-requisite: RNSG 1229, RNSG 1260

\*Co-requisite: RNSG 2460  
\*\*Co-requisite: RNSG 2414

**THIRD SEMESTER**

\*RNSG 2435 Integrated Client Care Mgmt ....4  
\*\*RNSG 2360 Clinical III .....3  
\*\*RNSG 2130 Professional Nursing Review  
Licensure Preparation..... 1  
GOVT 2306 Texas Government .....3  
Humanities/Fine Arts Elective .....3  
Total 14

\*Co-requisite: RNSG 2360  
\*\*Co-requisite: RNSG 2435, RNSG 2360

Capstone: Departmental Exam

Total Credit Hours: 71

Any updates or changes are published in Health Sciences office and Counselors' office.

**ASSOCIATE IN APPLIED SCIENCE DEGREE  
GENERIC TWO-YEAR OPTION**

Must complete 48 credit hours or 17 of the last 21 credit hours with Cisco College

The Generic option is a two-year program designed for those individuals not licensed as a nurse that leads to an Associate in Applied Science Degree in Nursing which prepares the graduate to take the National Council Licensure Examination for registered nurses (NCLEX-RN). Licensure as a registered nurse must be granted by the Board of Nursing for the State of Texas.

Admission Criteria:

1. Must fulfill the Cisco College requirements for the A.A.S. degree; please refer to the College Catalog
2. Must be a high school graduate or have received a GED
3. Completion of prerequisite course with a 'C' or better
4. Take the Accuplacer (or have taken the THEA) or provide documentation of exemption
5. Have current immunizations including Hepatitis B vaccine (which must be completed prior to start of direct patient care) or show serologic confirmation of immunity to Hepatitis B virus

Applicants are selected based on the following criteria:

1. All candidates for admission who meet the minimal criteria for admission will be considered. However, the number of applicants normally exceeds the number of students who can be admitted to each class.
2. Completion of prerequisite course with a 'C' or better
3. Number of support courses completed with a 'C' or better

4. Essay score
5. GPA on support courses
6. Likert Score

Application deadline: June 1. Classes begin each fall semester

**ASSOCIATE DEGREE PROGRAM  
GENERIC TWO-YEAR OPTION**

**Prerequisite Course:**

MATH 1342 Elementary Statistics or MATH 1314 College Algebra.....3

**FIRST SEMESTER (FALL)**

ENGL 1301 Composition I .....3  
 PSYC 2314 Lifespan Growth and Dev .....3  
 RNSG 1523 Intro to Prof Nursing /Integrated.5  
 RNSG 1219 Integrated Nursing Skills I.....2  
 RNSG 1161 Clinical for RNSG 1523 .....1  
 BIOL 2401 Anatomy & Physiology I .....4

Total 18

**SECOND SEMESTER (SPRING)**

RNSG 1229 Integrated Nursing Skills II.....2  
 RNSG 1108 Dosage Calculations .....1  
 RNSG 1301 Pharmacology .....3  
 RNSG 2504 Integ Care of the Client/  
 Common HC Needs .....5  
 RNSG 1360 Clinical for Common HC Needs3  
 BIOL 2402 Anatomy & Physiology II .....4

Total 18

**THIRD SEMESTER (SUMMER)**

RNSG 2160 Clinical Mental Health Nursing.. 1

Total 1

**FOURTH SEMESTER (FALL)**

Humanities/Fine Arts Elective .....3  
 RNSG 2414 Integ Care of Client/Complex  
 HC Needs .....4  
 RNSG 2460 Clinical for Complex HC .....4  
 BIOL 2421 Microbiology.....4

Total 15

**FIFTH SEMESTER (SPRING)**

SOCI 1306 Social Problems.....3  
 \*RNSG 2435 Integrated Client Care Mgmt. ...4  
 \*\*RNSG 2360 Clinical III .....3  
 \*\*RNSG 2130 Professional Nursing Review  
 Licensure Preparation..... 1  
 GOVT 2306 Texas Government .....3

Total 14

*Capstone: Departmental*

*\*Co-requisite: RNSG 2360, RNSG 2130*

*\*\* Co-requisite: RNSG 2435, RNSG 2130*

*\*\*Co-requisite: RNSG 2435, RNSG 2360*

*Capstone: Departmental Exam*

*Total Credit Hours: 69*

*Any updates or changes are published in the Health Sciences Office or Counselors' office.*

**VOCATIONAL NURSING**  
**(ABILENE ONLY)**

The Vocational Nursing program is a one-year program leading to a certificate in vocational nursing which prepares the graduate to take the National Council Licensure Examination for Practical/Vocational nurses (NCLEX-PN). The program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Telephone (404) 975-5000, Fax (404) 975-5020. Licensure must be granted by the Board of Nursing for the State of Texas.

Admission Criteria:

1. Must fulfill Cisco College's requirements for admission; please refer to the College Catalog
2. Official high school transcript or GED scores
3. Have current immunizations including Hepatitis B vaccine (which must be completed prior to start of direct patient care) or show serologic confirmation of immunity to Hepatitis B virus
4. Take the ACCUPLACER (or have taken the THEA). This is the pre-entrance test. Acceptance in the program requires passing the reading, writing and math portions of the ACCUPLACER (or THEA) or completion of required developmental courses with a 'B' or better.

Applicants are selected based on the following criteria:

1. All applicants for admission who meet the minimal criteria for admission will be considered. However, the number of applicants normally exceeds the number of students who can be admitted to each class.
2. Preference for admission is determined by the following factors:
  - Number of appropriate technical/academic courses completed
  - Cumulative GPA of completed technical/academic courses with a minimum grade of 'C' in each course.
  - Date of completed application
  - Special situations, successful developmental work
3. Applicants who achieve low scores on ACCUPLACER test will not be automatically rejected, but will be advised of resources which might be utilized to increase their chance of success in school. Evidence that resources have been utilized will be considered in renewing the application.
4. Applications are accepted at any time.

Selection committee meets:

- October for January class
- March for May and August classes

**FIRST SEMESTER**

VNSG 1216 Nutrition .....	2
*VNSG 1160 Clinical I.....	1
VNSG 1405 Health Science .....	4
RNSG 1108 Dosage Calculation.....	1
**PHRA 1305 Drug Classification .....	3
***VNSG 1304 Foundations of Nursing .....	3
****VNSG 1423 Basic Nursing Skills .....	4

Total 18

- \*Co-requisite: VNSG 1304, VNSG 1423*
- \*\*Co-requisite or Prerequisite: VNSG 1405*
- \*\*\*Co-requisite: VNSG 1160, VNSG 1423*
- \*\*\*\*Co-requisite: VNSG 1160, VNSG 1304*

**THIRD SEMESTER**

*VNSG 1230 Maternal-Neonatal Nursing .....	2
**VNSG 2160 Clinical for Maternal- Neonatal Nursing .....	1
***VNSG 1234 Pediatrics .....	2
****VNSG 2161 Clinical for Pediatrics .....	1
*****VNSG 2431 Advanced Nursing Skills ..	4
*****VNSG 2261 Clinical for Advanced Nursing Skills.....	2

Total 12

- \*Co-requisite: VNSG 2160, VNSG 1234, VNSG 2161*
- \*\*Co-requisite: VNSG 1230, VNSG 1234, VNSG 2161*
- \*\*\*Co-requisite: VNSG 1230, VNSG 2160, VNSG 2161*
- \*\*\*\*Co-requisite VNSG 1230, VNSG 2160, VNSG 1234*
- \*\*\*\*\*Co-requisite: VNSG 2261*
- \*\*\*\*\*Co-requisite: VNSG 2431*

*Capstone: Departmental Exam*

*Any updates or changes are published in Health Sciences office and Counselors' office.*

**SECOND SEMESTER**

*VNSG 1429 Medical Surgical Nursing I.....	4
**VNSG 1260 Clinical for Medical-Surgical Nursing I .....	2
***VNSG 1432 Medical-Surgical Nursing II	4
****VNSG 2260 Clinical for Medical- Surgical Nursing II.....	2
..... Total 12	

- \*Co-requisite: VNSG 1260*
- \*\*Co-requisite: VNSG 1429*
- \*\*\*Co-requisite: VNSG 2260*
- \*\*\*\*Co-requisite: VNSG 1432*



# PHYSICS

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
MATH 2413 Calc I w/ Analytical Geo .....	4
CHEM 1411 General Chemistry I.....	4
HIST 1301 United States History I .....	3
BCIS 1305 Business Computer App.....	3

Total 17

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
MATH 2414 Calc II w/ Analytical Geo .....	4
CHEM 1412 General Chemistry II.....	4
HIST 1302 United States History II .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3

Total 17

### SOPHOMORE YEAR

#### FIRST SEMESTER

GOVT 2305 Federal Government.....	3
PHYS 2425 University Physics I .....	4
Humanities .....	3
Social/Behavioral Science.....	3
Elective .....	3

Total 16

#### SECOND SEMESTER

GOVT 2306 Texas Government .....	3
PHYS 2426 University Physics II .....	4
Fine Arts (Survey Course).....	3
Elective .....	3

Total 13

# PRE-DENTAL, PRE-CHIROPRACTIC, AND PRE-MEDICAL

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
MATH 2413 Calc I w/ Analytical Geo .....	4
BIOL 1406 Biol for Sci Majors I .....	4
CHEM 1411 General Chemistry I.....	4
HIST 1301 United States History I .....	3

Total 18

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
BIOL 1407 Biol for Sci Majors II .....	4
CHEM 1412 General Chemistry II.....	4
HIST 1302 United States History II .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3

Total 17

### SOPHOMORE YEAR

#### FIRST SEMESTER

CHEM 2423 Organic Chemistry I.....	4
PHYS 1401 College Physics I.....	4
BCIS 1305 Business Computer App.....	3
GOVT 2305 Federal Government.....	3
Social/Behavioral Science.....	3

Total 17

#### SECOND SEMESTER

CHEM 2425 Organic Chemistry II .....	4
PHYS 1402 College Physics II .....	4
Humanities .....	3
GOVT 2306 Texas Government .....	3
Fine Arts (Survey Course).....	3

Total 17

# PRE-ENGINEERING

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
MATH 2413 Calc I w/ Analytical Geo .....	4
CHEM 1411 General Chemistry I.....	4
HIST 1301 United States History I .....	3
BCIS 1305 Business Computer App.....	3
KINE Physical Training.....	1

Total 18

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
MATH 2414 Calc II w/ Analytical Geo .....	4
CHEM 1412 General Chemistry II.....	4
HIST 1302 United States History II .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
KINE Physical Training.....	1

Total 18

### SOPHOMORE YEAR

#### FIRST SEMESTER

PHYS 2425 University Physics I.....	4
GOVT 2305 Federal Government .....	3
Social/Behavioral Science.....	3
Humanities .....	3
Elective .....	3

Total 16

#### SECOND SEMESTER

PHYS 2426 University Physics II.....	4
GOVT 2306 Texas Government .....	3
Fine Arts (Survey Course).....	3
Elective .....	3

Total 13

# PRE-LAW\*

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

ENGL 1301 Composition I.....	3
Laboratory Science .....	4
MATH 1314 College Algebra.....	3
HIST 1301 United States History I .....	3
BCIS 1305 Business Computer App.....	3
KINE Physical Training.....	1

Total 17

#### SECOND SEMESTER

ENGL 1302 Composition II.....	3
Laboratory Science.....	4
SOCI 1301 Introductory Sociology.....	3
HIST 1302 United States History II .....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
KINE Physical Training.....	1

Total 17

### SOPHOMORE YEAR

#### FIRST SEMESTER

Sophomore Literature.....	3
HIST 2321 World Civilizations I.....	3
GOVT 2305 Federal Government .....	3
PSYC 2301 General Psychology.....	3
ECON 2301 Prin of Economics .....	3
.....	

Total 15

#### SECOND SEMESTER

Sophomore Literature.....	3
HIST 2322 World Civilizations II OR	
HIST 2301 Texas History .....	3
GOVT 2306 Texas Government .....	3
Visual and Performing Arts.....	3
ECON 2302 Prin of Economics .....	3

Total 15

*\*Most law schools require a baccalaureate (bachelor's) degree as a prerequisite to admission. The major field in which the degree is acquired is not specified, but preferably it should be in one of the social or behavioral sciences, or in business administration. Electives should be chosen with the help of an advisor or counselor to conform to the requirements of the major field chosen for a baccalaureate degree.*

# PRE-PHARMACY

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I.....	3
BIOL 1406 Biol for Sci Majors I.....	4
CHEM 1411 General Chemistry I.....	4
HIST 1301 United States History I.....	3
MATH 2413 Calc I w/ Analytical Geo. ....	4
Total 18	

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
BIOL 1407 Biol for Sci Majors II.....	4
CHEM 1412 General Chemistry II.....	4
HIST 1302 United States History II.....	3
Social Behavioral Science OR	
ECON 2301 Prin of Econ.....	3
Total 17	

### SOPHOMORE YEAR

FIRST SEMESTER	
CHEM 2423 Organic Chemistry I.....	4
BCIS 1305 Business Computer App.....	3
GOVT 2305 Federal Government.....	3
PHYS 1401 College Physics I.....	4
Humanities.....	3
Total 17	

SECOND SEMESTER	
CHEM 2425 Organic Chemistry II.....	4
BIOL 2421 Microbiology.....	4
GOVT 2306 Texas Government.....	3
Fine Arts (Survey Course).....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
Total 17	

# PRE-PHYSICIAN'S ASSISTANT\*

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I.....	3
BIOL 1406 Biol for Sci Majors I.....	4
CHEM 1411 General Chemistry I.....	4
HIST 1301 United States History I.....	3
MATH 1314 College Algebra.....	3
Total 17	

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
BIOL 1407 Biol for Sci Majors II.....	4
CHEM 1412 General Chemistry II.....	4
HIST 1302 United States History II.....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
Total 17	

### SOPHOMORE YEAR

FIRST SEMESTER	
BIOL 2401 Anatomy & Physiology I.....	4
PSYC 2301 General Psychology.....	3
GOVT 2305 Federal Government.....	3
Humanities.....	3
BCIS 1305 Business Computer App.....	3
Total 16	

SECOND SEMESTER	
BIOL 2402 Anatomy & Physiology II.....	4
BIOL 2421 Microbiology.....	4
GOVT 2306 Texas Government.....	3
Fine Arts (Survey Course).....	3
Social/Behavioral Science.....	3
Total 17	

\*Students planning to apply to P.A. school WILL need to check with the institution to determine the required prerequisites. The required prerequisites among different P.A. programs vary.

# PSYCHOLOGY

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

#### FIRST SEMESTER

PSYC 2301 General Psychology.....	3
ENGL 1301 Composition I.....	3
HIST 1301 United States History I.....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm.....	3
Foreign Language .....	4
KINE Physical Training.....	1

Total 17

#### SECOND SEMESTER

BCIS 1305 Business Computer App.....	3
ENGL 1302 Composition II.....	3
HIST 1302 United States History II.....	3
MATH 1314 College Algebra.....	3
Foreign Language.....	4
KINE Physical Training.....	1

Total 17

### SOPHOMORE YEAR

#### FIRST SEMESTER

Sophomore Literature.....	3
PSYC 2314 Lifespan Growth and Dev .....	3
Laboratory Science .....	4
GOVT 2305 Federal Government.....	3
Foreign Language .....	3

Total 16

#### SECOND SEMESTER

Sophomore Literature.....	3
Visual and Performing Arts.....	3
Laboratory Science.....	4
GOVT 2306 Texas Government .....	3
Foreign Language.....	3

Total 16

# REAL ESTATE (ABILENE ONLY)

## SALES PERSON-LEVEL I CERTIFICATE

The Real Estate program provides all courses required for Salesman and Broker licensure and renewal by The Texas Real Estate Commission. Students may pursue a 19-semester hour "Salesperson" certificate program and then continue study leading to hours needed to meet Broker License requirements.

*RELE 1406 Principles of Real Estate.....	4
*RELE 1311 Law of Contracts .....	3
*RELE 2301 Law of Agency .....	3
Additional RELE course .....	3
**Supportive courses .....	6

Total 19

*\*Texas Real Estate Commission mandatory course for all licenses.*

*\*\*Supportive Courses may be courses from previous education or chosen from within ACNT, ITSW, ITSC, BMGT, POFI, POFT, HRPO, IBUS, or MRKG.*

*Capstone: Departmental Exam*

# SOCIOLOGY

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I.....	3
HIST 1301 United States History I.....	3
Laboratory Science .....	4
MATH 1314 College Algebra.....	3
PSYC 2301 General Psychology.....	3
KINE Physical Training.....	1
Total	17

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
HIST 1302 United States History II.....	3
Laboratory Science.....	4
Visual and Performing Arts.....	3
BCIS 1305 Business Computer App.....	3
KINE Physical Training.....	1
Total	17

### SOPHOMORE YEAR

FIRST SEMESTER	
Sophomore Literature.....	3
SOCI 2301 Marriage & the Family.....	3
SOCI 1301 Introductory Sociology.....	3
GOVT 2305 Federal Government.....	3
ECON 2301 Prin of Economics .....	3
Total	15

SECOND SEMESTER	
Sophomore Literature.....	3
SPCH 1315 Pub Speaking OR	
SPCH 1321 Bus & Prof Comm .....	3
SOCI 1306 Social Problems.....	3
GOVT 2306 Texas Government .....	3
ECON 2302 Prin of Economics .....	3
Total	15

# SPEECH

## SUGGESTED CURRICULUM ONLY

### FRESHMAN YEAR

FIRST SEMESTER	
ENGL 1301 Composition I.....	3
HIST 1301 United States History I.....	3
Laboratory Science .....	4
Foreign Language .....	4
Fine Arts .....	3
Total	17

SECOND SEMESTER	
ENGL 1302 Composition II.....	3
SPCH 1315 Pub Speaking.....	3
Laboratory Science.....	4
HIST 1302 United States History II.....	3
Foreign Language.....	4
Total	17

### SOPHOMORE YEAR

FIRST SEMESTER	
Humanities.....	3
GOVT 2305 Federal Government.....	3
BCIS 1305 Business Computer App.....	3
SPCH 1321 Bus & Prof Comm.....	3
Elective .....	3
Total	15

SECOND SEMESTER	
Electives.....	6
GOVT 2306 Texas Government .....	3
Behavioral/Soc. Sciences Elective .....	3
MATH 1314 College Algebra.....	3
Total	15

# WELDING

## WELDING-LEVEL I CERTIFICATE

### FIRST SEMESTER

WLDG 1412 Intro to FCAW .....	4
WLDG 1413 Intro to Blueprint Reading .....	4
WLDG 1421 Intro to Weld Fundamentals .....	4
WLDG 1430 Intro to GMAW .....	4

Total 16

### SECOND SEMESTER

WLDG 1417 Intro to Layout and Fab .....	4
WLDG 1434 Intro to GTAW .....	4
WLDG 1435 Intro to Pipe Welding .....	4

Total 12

*Capstone: Departmental Exam*

# COURSE DESCRIPTIONS

## *TEXAS COMMON COURSE NUMBERING SYSTEM (TCCNS)*

CJC complies with the TCCNS, a cooperative effort among Texas Community Colleges and Universities, to facilitate the transfer of freshman- and sophomore-level general academic courses. The TCCNS provides a shared, uniform set of course descriptions for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying or cross-referenced with the same TCCNS designation at the receiving institution. Transfer courses having a common TCCNS number are indicated with an asterisk (\*) on the following pages.

Courses are numbered by a four-digit number in the following manner: The first digit identifies the academic level: zero (0) indicates developmental, one (1) indicates freshman level and two (2) indicates sophomore level. The second digit identifies credit hour value. The third and fourth digits uniquely identify the course.

For example, ENGL 1301 is a freshman level, 3-semester hour course and should be taken first in any sequence of college-level English courses. Courses numbered with a first digit of zero (0) are developmental and will not count toward a degree.

The course numbers on the following pages are subject to the approval of the Texas Higher Education Coordinating Board.

Not all courses have a designated common number. Interested parties should see individual courses for prerequisites. The student should check with an advisor concerning the transferability of courses.

Any course may be cancelled at the start of a semester if the number of enrollments is too small or if instructional personnel are unavailable.

## **ACCOUNTING**

### ***ACCT 2301 PRINCIPLES OF ACCOUNTING I\****

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships and partnerships of service and merchandising enterprises. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

### ***ACCT 2302 PRINCIPLES OF ACCOUNTING II\****

Asset and equity accounting in corporations of manufacturing enterprises; accounting concepts and application in managerial accounting; and introduction to cost behavior, budgeting, responsibility accounting, cost control and product costing. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

Prerequisite: ACCT 2301

### ***ACNT 1303 INTRODUCTION TO ACCOUNTING I***

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation and payroll. Three lecture hours per week.

Credit: 3 semester hours

### ***ACNT 1304 INTRODUCTION TO ACCOUNTING II***

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a manual and computerized environment. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: ACNT 1303

### ***ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING***

Introduction to utilizing the computer in maintaining accounting records, making management decisions and processing common business applications with primary emphasis on a general ledger package. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: ACNT 1303

## **AGRICULTURE**

### ***AGRI 1131 THE AGRICULTURAL INDUSTRY\****

Overview of world agriculture, nature of the industry, resource conservation and the American agricultural system, including production, distribution and marketing; recommended for all freshmen agriculture majors. One lecture hour per week.

Credit: 1 semester hour



***AGRI 1307 AGRONOMY\****

Principles and practices in the development, production and management of field crops including plant breeding, plant diseases, soils, insect control and weed control. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 1311 DAIRY SCIENCE\****

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 1315 HORTICULTURE\****

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control and landscaping. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 1319 INTRODUCTORY ANIMAL SCIENCE\****

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management and marketing of beef cattle, swine, sheep, goats and horses. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 1325 MARKETING OF AGRICULTURAL PRODUCTS\****

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing. Three lecture hours per week.

Credit: 3 semester hours

***AGRI 1327 POULTRY SCIENCE\****

Introduction to the poultry industry. Practices and principles in the production and marketing of turkeys, layers, broilers and specialized fowl. Management, automated equipment, product technology, incubation and production economics. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 2301 AGRICULTURAL POWER UNITS\****

Fundamentals of internal combustion engines: gasoline, diesel and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating and cooling systems of agricultural power machinery. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 2303 AGRICULTURAL CONSTRUCTION I\* (WELDING)***

Selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles; cold metal work; soldering and sheet metal. Two lecture hours, four lab hours per week.

Credit: 3 semester hours

***AGRI 2304 AGRICULTURAL CONSTRUCTION II\*(WOODSHOP)***

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. Two lecture hours; four lab hours per week.

Credit: 3 semester hours

***AGRI 2313 PLANT PROTECTION\****

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology and related environmental protection measures. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 2317 INTRODUCTION TO AGRICULTURAL ECONOMICS\****

Fundamental economic principles and their applications to the problems of the industry of agriculture. Three lecture hours per week.

Credit: 3 semester hours

***AGRI 2321 LIVESTOCK EVALUATION I\****

Selection, evaluation and classification of livestock and livestock products. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***AGRI 2330 WILDLIFE CONSERVATION AND MANAGEMENT\****

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***ALLIED HEALTH***

***FMLD 1345 LIFE SPAN GROWTH AND DEVELOPMENT***

A study of the interrelationship of physical, emotional, social, and mental factors of growth and development throughout the life span. Three lecture hours per week.

Credit: 3 semester hours

***HITT 1311 COMPUTERS IN HEALTH CARE***

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. Three lecture hours per week.

Credit: 3 semester hours

## **MEDICAL ASSISTING**

### ***MDCA 1305 MEDICAL LAW AND ETHICS***

Instruction in principles, procedures and regulations involving legal and ethical relationships among physicians, patients and medical assistants. Includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities. Three lecture hours per week.

Credit: 3 semester hours

### ***MDCA 1313 MEDICAL TERMINOLOGY***

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation and combination of medical terms from prefixes, suffixes roots and combining forms. Three lecture hours per week.

Credit: 3 semester hours

### ***MDCA 1321 ADMINISTRATIVE PROCEDURES***

A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements and use of computer in the medical office. Three lecture hours per week.

Credit: 3 semester hours

### ***MDCA 1343 MEDICAL INSURANCE***

Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics. Three lecture hours per week.

Credit: 3 semester hours

### ***MDCA 1417 PROCEDURES IN A CLINICAL SETTING***

Emphasis on patient-centered assessment, examination, intervention and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures and other treatments as appropriate for the medical office. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

### ***MDCA 1452 MEDICAL ASSISTANT LABORATORY PROCEDURES***

Procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance and quality control. May include electrocardiography. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

### ***MDCA 2460 CLINICAL-MEDICAL ASSISTING***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 4 semester hours

***MRMT 1307 MEDICAL TRANSCRIPTION I***

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

**PHARMACY TECHNICIAN**

***PHRA 1160 CLINICAL I***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Six lab hours per week.

Credit: 1 semester hour

***PHRA 1301 INTRODUCTION TO PHARMACY***

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques and supply and inventory techniques. Three lecture hours per week.

Credit: 3 semester hours

***PHRA 1305 DRUG CLASSIFICATION***

An introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body and routes of administration. Three lecture hours per week.

Credit: 3 semester hours

***PHRA 1313 COMMUNITY PHARMACY PRACTICE***

Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing and legal parameters. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***PHRA 1345 INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING***

A study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products and safe handling of antineoplastic drugs. Two hours lecture, two hours lab per week.

Credit: 3 semester hours

***PHRA 1349 INSTITUTIONAL PHARMACY PRACTICE***

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage and inventory control. Three lecture hours per week.

Credit: 3 semester hours

***PHRA 2460 CLINICAL II***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Minimum 192 hours in the clinical setting.

Credit: 4 semester hours

**RESPIRATORY CARE/THERAPY**

***RSPT 1101 INTRODUCTION TO RESPIRATORY CARE***

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control and cardiopulmonary resuscitation (CPR). Three lab hours per week.

Credit: 1 semester hour

Co-requisite RSPT 1160

***RSPT 1141 RESPIRATORY HOME CARE/REHAB***

Respiratory home care/rehabilitation equipment, procedures and patient education. Emphasizes treatment of patients in home care and alternate settings. One hour lecture per week.

Credit: 1 semester hour

***RSPT 1160 CLINICAL/RESPIRATORY CARE***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Six clinical hours per week.

Credit: 1 semester hours

Co-requisite RSPT 1101

***RSPT 1240 ADVANCED CARDIOPULMONARY ANATOMY AND PHYSIOLOGY***

Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system. One hour lecture, three hours lab per week.

Credit: 2 semester hours

***RSPT 1266 PRACTICUM—RESPIRATORY THERAPY***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Sixteen hours clinical experience per week.

Credit: 2 semester hours

***RSPT 1267 PRACTICUM—RESPIRATORY CARE***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Sixteen hours clinical experience per week.

Credit: 2 semester hours

Co-requisites: RSPT 1101, RSPT 1160, RSPT 1329, RSPT 1331

***RSPT 1329 RESPIRATORY CARE FUNDAMENTALS I***

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/ symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical has therapy, oxygen analyzers and humidity/aerosol therapy. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

***RSPT 1331 RESPIRATORY CARE FUNDAMENTALS II***

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual aresuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

***RSPT 1491 SPECIAL TOPICS IN RESPIRATORY THERAPY—MECHANICAL VENTILATION/TDP/ACLS UPDATE***

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Four hours lecture, one hour lab per week.

Credit: 4 semester hours

***RSPT 2131 CLINICAL SIMULATIONS IN RESPIRATORY CARE***

Theory and history of clinical simulation examinations. Includes construction types, scoring and mechanics of taking the computerized simulation examination. One hour lecture per week.

Credit: 1 semester hours

***RSPT 2210 CARDIOPULMONARY DISEASE***

A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment and detection of cardiopulmonary diseases. Two hours lecture per week.

Credit: 2 semester hours

***RSPT 2266 PRACTICUM—RESPIRATORY CARE***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Sixteen hours clinical experience per week.

Credit: 2 semester hours

***RSPT 2267 PRACTICUM—RESPIRATORY CARE***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Sixteen hours clinical experience per week.

Credit: 2 semester hours

***RSPT 2305 PULMONARY DIAGNOSTICS***

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. Two hours lecture four hours lab per week.

Credit: 3 semester hours

***RSPT 2314 MECHANICAL VENTILATION***

In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilator support. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

***RSPT 2317 RESPIRATORY CARE PHARMACOLOGY***

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosage/calculations, and physiological interactions. Three hours lecture per week.

Credit: 3 semester hours

Co-requisites: RSPT 1160, RSPT 1329, RSPT 1266

***RSPT 2353 NEONATAL/PEDI CARDIOPULMONARY CARE***

Advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient. Two hours lecture, three hours lab per week.

Credit: 3 semester hours

***RSPT 2366 PRACTICUM—RESPIRATORY CARE***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Twenty-two hours clinical experience per week.

Credit: 3 semester hours

**SURGICAL TECHNOLOGY**

***SRGT 1244 TECHNOLOGICAL SCIENCES FOR THE SURGICAL TECHNOLOGIST***

Specialized surgical modalities covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies. The course is offered in the second seven weeks of the third semester One hour lecture, four hours laboratory per week.

Credit: 2 semester hours

***SRGT 1260 CLINICAL I***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Eight lab hours per week

Credit: 2 Semester Hours

***SRGT 1391 ADVANCED SPECIAL TOPICS***

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Two lecture hours, four lab hours per week. Course is offered the second 8 weeks of the Third Semester of the Surgical Technology Program

Credit: 3 Semester Hours

***SRGT 1405 INTRODUCTION TO SURGICAL TECHNOLOGY***

Orientation to surgical technology theory, surgical pharmacology and anesthesia. Technological sciences and patient care concepts. Six lecture hours, eight lab hours per week. Course is offered the first 8 weeks of the second semester of the Surgical Technology Program.

Credit: 4 Semester Hours

***SRGT 1409 FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES***

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field. Two lecture hours, four lab hours per week. Course is offered the first 8 weeks of the second semester of the Surgical Technology program.

Credit: 4 semester hours

***SRGT 1441 SURGICAL PROCEDURES I***

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OBIGYN, genitourinary and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Two lecture hours, eight lab hours per week. Course is offered the second 8 weeks of the Second Semester of the Surgical Technology Program

Credit: 4 Semester Hours

***SRGT 1442 SURGICAL PROCEDURES II***

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic-reconstructive, EENT, cardiac and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Two lecture hours, eight lab hours per week Course is offered the first 8 weeks of the Third Semester of the Surgical Technology Program

Credit: 4 Semester Hours



***SRGT 2130 PROFESSIONAL READINESS***

Transition into the professional role of the surgical technologist. Includes professional readiness for employment, attaining certification, and maintaining certification status. A capstone experience may be included. The course is offered in the second seven weeks of the third semester. One hour lecture per week.

Credit: 1 semester hour

***SRGT 2260 CLINICAL II***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Eight lab hours per week

Credit: 2 Semester Hours

***SRGT 2362 CLINICAL III***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Twelve lab hours per week. Course is offered the second 8 weeks of the Third Semester of the Surgical Technology Program

Credit: 3 Semester Hours

***ANTHROPOLOGY***

***ANTH 2346 GENERAL ANTHROPOLOGY***

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology. Three lecture hours per week.

Credit: 3 semester hours

***ANTH 2351 CULTURAL ANTHROPOLOGY***

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples. Three lecture hours per week.

Credit: 3 semester hours

***ART***

***ARTS 1301 ART APPRECIATION\****

Exploration of purposes and processes in the visual arts including evaluation of selected works. Three lecture hours per week.

Credit: 3 semester hours

***ARTS 1311 DESIGN I\****

Elements and principles of art using two-dimensional concepts; includes the fundamentals of line, color, form, texture, shape, space and arrangement. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

***ARTS 1312 DESIGN II\****

Elements and principles of art using three-dimensional concepts. Continuation of ARTS 1311; experimentation with materials; tools and methods of developing form in three

dimensions; study of spatial design principles. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1311

***ARTS 1313 FOUNDATIONS OF ART\****

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Three lecture hours per week.

Credit: 3 semester hours

***ARTS 1316 DRAWING I\****

Investigation of drawing media and techniques including descriptive and expressive possibilities. A disciplined study of composition, perspective, line, tone, modeling and figure construction. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

***ARTS 1317 DRAWING II\****

Investigation of drawing media and techniques including descriptive and expressive possibilities. Continuation of ARTS 1316; graphic environmental concepts; emphasis on figure drawing and anatomy study. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1316

***ARTS 1325 DRAWING AND PAINTING***

Drawing and painting for non-art majors. Three hours per week.

Credit: 3 semester hours.

***ARTS 2316 PAINTING I\****

Exploration of ideas using painting media and techniques. Emphasis on color, composition and the dynamics of vision. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Co-requisite: ARTS 1311 or 1316

***ARTS 2317 PAINTING II\****

Exploration of ideas using painting media and techniques. Continuation of ARTS 2316. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 2316

***ARTS 2326 SCULPTURE I***

Exploration of ideas using sculpture media and techniques. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1312 or permission of instructor

***ARTS 2348 DIGITAL ART I\****

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Special Emphasis is placed on digital Photography. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

***ARTS 2349 DIGITAL ART II\****

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Special Emphasis is placed on digital Photography. Two lecture hours, four lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 2348 or portfolio approval

***ARTS 2389 ACADEMIC COOPERATIVE\****

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1311 or permission of instructor

**Note:** ARTS 1311 and ARTS 1316 will be offered in odd-numbered years in the fall. ARTS 1312 and ARTS 1317 will be offered in even-numbered years in the spring. ARTS 2316 and ARTS 2326 will be offered in even-numbered years in the fall. ARTS 2317 will be offered in odd-numbered years in the spring. These are basic courses for art majors.

## ***AUTOMOTIVE TECHNOLOGY***

***AUMT 1405 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY***

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 1407 AUTOMOTIVE ELECTRICAL SYSTEMS***

An overview of automotive electrical Systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 1410 AUTOMOTIVE BRAKE SYSTEMS***

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, antilock brake systems, and parking brakes. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 1419 AUTOMOTIVE ENGINE REPAIR***

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 1416 SUSPENSION AND STEERING***

A study of theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 1445 AUTOMOTIVE HEATING AND AIR CONDITIONING***

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. Two lecture hours, four lab hours.

Credit: 4 semester hours

***AUMT 2413 AUTOMOTIVE DRIVE TRAIN AND AXLES***

A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and the repair of transmissions/transaxles and drive lines. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 2417 ENGINE PERFORMANCE ANALYSIS I***

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 2425 AUTOMATIC TRANSMISSION AND TRANSAXLE***

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper-techniques. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 2434 ENGINE PERFORMANCE ANALYSIS II***

A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 2440 AUTOMOTIVE ALTERNATIVE FUELS***

A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state legislation concerning fuels. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***AUMT 2443 ADVANCED EMISSION SYSTEMS DIAGNOSTICS***

Diagnostics and repair of emission control systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Course will include state and federal laws required for preparation for licensing. May be taught with manufacturer specific instructions. Two hours lecture, four hours lab per week.

Credit: 4 semester hours

***BASIC FIREFIGHTER CERTIFICATION***

***FIRS 1301 FIREFIGHTER CERTIFICATION I***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***FIRS 1313 FIREFIGHTER CERTIFICATION III***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Three lecture hours, two lab hours per week.

Credit: 3 semester credit hours

***FIRS 1319 FIREFIGHTER CERTIFICATION IV***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.

Credit: 3 semester credit hours

***FIRS 1323 FIREFIGHTER CERTIFICATION V***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.

Credit: 3 semester credit hours

***FIRS 1329 FIREFIGHTER CERTIFICATION VI***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***FIRS 1407 FIREFIGHTER CERTIFICATION II***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Three lecture hours, two lab hours per week.

Credit: 4 semester credit hours

***FIRS 1433 FIREFIGHTER CERTIFICATION VII***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Three lecture hours, two lab hours per week.

Credit: 4 semester hours

***EMSP 2237 EMERGENCY PROCEDURES***

Instruction in a laboratory environment concentrating on practical medical skills and critical thinking abilities. Topics include a variety of skills appropriate to the student's training level. Required verifications of specific skills may be included. Two lecture hours, one lab hour per week.

Credit: 2 semester hours

***EMSP 1501 EMERGENCY MEDICAL TECHNICIAN – BASIC***

Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Three lecture hours, eight lab hours per week.

Credit: 5 semester hours

***EMSP 1261 CLINICAL – EMERGENCY MEDICAL – TECHNOLOGY/TECHNICIAN***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Seven clinical hours per week.

Credit: 2 semester credit hours

***POFT 1313 PROFESSIONAL WORKFORCE***

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***POFI 1301 COMPUTER APPLICATIONS I***

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications and procedures. Two lecture hours, four lab hours per week.

Credit: 3 semester hours

## ***BIOLOGY***

### ***BIOL 1322 NUTRITION & DIET THERAPY I\****

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

Credit: 3 semester hours

Prerequisite: One semester of chemistry and/or anatomy and physiology recommended

### ***BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I\****

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

### ***BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II\****

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. This course is a continuation of BIOL 1406. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

Prerequisite: BIOL 1406

### ***BIOL 1411 GENERAL BOTANY\****

Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

### ***BIOL 1413 GENERAL ZOOLOGY\****

Study of the principles of taxonomy, molecular biology, and ecology as they relate to animal form and function, diversity, behavior, and evolution. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

### ***BIOL 2401 ANATOMY AND PHYSIOLOGY I\****

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: Biology 1406 or 1413 or approval of Chairperson

***BIOL 2402 ANATOMY AND PHYSIOLOGY II\****

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. A continuation of BIOL 2401. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: Biology 2401 or approval of Chairperson

***BIOL 2421 MICROBIOLOGY FOR SCIENCE MAJORS\****

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: Chemistry 1411 or approval of Chairperson

***BIOTECHNOLOGY***

***BITC 1200 FUNDAMENTALS OF BIOLOGICAL SCIENCE***

Skills and concepts necessary to work in the biotechnology industry, allied health, or other biology-related fields. Emphasizes applied mathematics, communication skills, and core science knowledge and applications. One hour lecture, two hours laboratory per week.

Credit: 2 semester hours

***BITC 1311 INTRODUCTION TO BIOTECHNOLOGY***

Students will demonstrate basic laboratory skills of pipetting, weighing, and preparing solutions; describe various applications and issues of biotechnology; identify various biotechnology career opportunities; and demonstrate appropriate laboratory safety. Three lecture hours per week.

Credit: 3 semester hours

***BITC 1350 SPECIAL STUDIES AND BIOETHICAL ISSUES OF BIOTECHNOLOGY***

Students will demonstrate and understanding of current practices of the biotechnology industry, analyze ethical, legal, and societal issues associated with current practices of the biotechnology industry; integrate knowledge of ethical and legal concepts as well as technical and professional skills into the practice of biotechnology. Three hours lecture per week.

Credit: 3 semester hours

***BITC 1391 SPECIAL TOPICS – IMMUNOLOGY***

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Two hours lecture, two hours laboratory per week.

Credit: 3 semester hours



***BITC 1402 BIOTECHNOLOGY LAB METHODS AND TECHNIQUES***

Laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures, includes laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques. Three hours lecture, three hours laboratory per week.

Credit: 4 semester hours per week

***BITC 1445 MEDICAL BIOTECHNOLOGY***

Biotechnology technology as it applies to medicine and medical research. Includes molecular mechanisms underlying diseases such as cancer, diabetes, heart disease, and AIDS. Covers the applications of biotechnology to the diagnosis and treatment of disease as well as the development of drugs and therapeutic agents. Emphasizes research and medical-related biotechnology methods and laboratory procedures. Two hours lecture, four hours laboratory.

Credit: 4 semester hours

***BITC 2411 BIOTECHNOLOGY LAB INSTRUMENTATION***

Theory, applications, and operation of various analytical instruments. Addresses separation and identification techniques including electrophoresis, spectrophotometry, and chromatography. Two hours lecture, four hours laboratory per week.

Credit: 4 semester hours

***BITC 2431 CELL CULTURE TECHNIQUES***

Students will demonstrate aseptic cell culture technique; demonstrate cell culture skills including harvesting, counting, and subculturing of cell lines, multiwell culture, selected cell culture based assays and basic cell preservation procedures; and demonstrate appropriate laboratory safety and management. Three hours lecture, three hours laboratory per week.

Credit: 4 semester hours

***BITC 2441 MOLECULAR BIOTECHNOLOGY TECHNIQUES***

In-depth coverage of the theory and laboratory techniques in molecular biology with an emphasis on gene expression and regulation, recombinant DNA, and nucleic acids. Three hours lecture, three hours laboratory per week.

Credit: 4 semester hours

***BITC 2486 INTERNSHIP***

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Zero lecture, twenty hours laboratory hours per week.

Credit: 4 semester hours

***SCIT 1414 APPLIED GENERAL CHEMISTRY***

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions. Two hours lecture, four hours laboratory per week.

Credit: 4 semester hours

## ***BUSINESS***

### ***BUSI 1301 BUSINESS PRINCIPLES\****

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. Three lecture hours per week.

Credit: 3 semester hours

## ***BUSINESS COMPUTER INFORMATION SYSTEMS***

### ***BCIS 1305 BUSINESS COMPUTER APPLICATIONS\****

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

### ***COSC 1415 FUNDAMENTALS OF PROGRAMMING\****

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices and disks/files. Three hours lecture, three hours lab per week.

Credit: 4 semester hours

## ***BUSINESS SYSTEMS TECHNOLOGY***

### ***ACNT 1303 INTRODUCTION TO ACCOUNTING I***

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll. Three lecture hours per week.

Credit: 3 semester hours

### ***ACNT 1304 INTRODUCTION TO ACCOUNTING II***

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivable and equipment, and valuation of inventories in a manual and computerized environment. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: ACNT 1303

### ***ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING***

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: ACNT 1303

***ITSW 1301 INTRODUCTION TO WORD PROCESSING***

An overview of the production of documents, tables, and graphics. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***ITSW 1304 INTRODUCTION TO SPREADSHEETS***

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***ITSW 1307 INTRODUCTION TO DATABASE***

Introduction to database theory and the practical applications of a database. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***ITSW 1310 INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE***

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: ITSW 1301

***POFI 2301 WORD PROCESSING***

Word processing software focusing on business applications. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: ITSW 1301

***POFI 2331 DESKTOP PUBLISHING***

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***POFI 2340 ADVANCED WORD PROCESSING***

Advanced applications in merging, macros, graphics, desktop publishing, Includes extensive formatting for technical documents, emphasis on business applications. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: POFI 2301

***POFI 2486 INTERNSHIP: BUSINESS/OFFICE AUTOMATION/TECHNOLOGY/DATA ENTRY***

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

Credit: 4 semester hours

***POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I***

Study of current office procedures, duties, and responsibilities applicable to an office environment. Three lecture hours per week.

Credit: 3 semester hours

***POFT 1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL***

Preparation for the work force including ethics, interpersonal relations, professional attire, and career advancement. Three lecture hours per week.

***POFT 1325 BUSINESS MATH AND MACHINE APPLICATIONS***

Skill development in the use of electronic calculators and business math functions. Emphasis on business problem-solving skills using spreadsheet and/or electronic calculator/keyboard. Three lecture hours per week.

Credit: 3 semester hours

***POFT 1329 BEGINNING KEYBOARDING***

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***POFT 2301 INTERMEDIATE KEYBOARDING***

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions; and keying documents from various copy. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: POFT 1329

***POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATIONS***

Development of writing skills to produce effective business communications. Three lecture hours per week.

Credit: 3 semester hours

***POFT 2431 ADMINISTRATIVE SYSTEMS***

Advanced concepts of project management and office procedures utilizing integration of previously learned office skills.

Credit: 4 semester hours

Prerequisite: POFT 2301, POFI 2301, ITSW 1304, and ITWS 1307

***POFT 2433 ADVANCED KEYBOARDING***

Study of advanced concepts in variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Two lecture hours, three lab hours per week.

Credit: 4 semester hours

Prerequisite: POFT 2301

## ***CHEMISTRY***

### ***CHEM 1405 INTRODUCTORY CHEMISTRY I\****

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (This course may not be substituted for CHEM 1411). Three lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0302 or equivalent

### ***CHEM 1411 GENERAL CHEMISTRY I\****

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0303 or equivalent

### ***CHEM 1412 GENERAL CHEMISTRY II\****

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. A continuation of CHEM 1411. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: CHEM 1411

### ***CHEM 2423 ORGANIC CHEMISTRY I\****

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: CHEM 1412

### ***CHEM 2425 ORGANIC CHEMISTRY II\****

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. A continuation of CHEM 2423. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: CHEM 2423

## ***CHILD DEVELOPMENT AND EARLY CHILDHOOD***

### ***CDEC 1303 FAMILIES, SCHOOL & COMMUNITY***

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1311 EDUCATING YOUNG CHILDREN***

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture hours, one lab hour per week.

Credit: 3 semester hours

***CDEC 1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAM***

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1318 WELLNESS OF THE YOUNG CHILD***

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture hours, one lab hour per week.

Credit: 3 semester hours

***CDEC 1319 CHILD GUIDANCE***

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1321 THE INFANT AND TODDLER***

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1323 OBSERVATION AND ASSESSMENT***

A study of observation skills, assessment techniques, and documentation of children's development. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1335 EARLY CHILDHOOD DEVELOPMENT 3-5 YEARS***

Principles of normal growth and development from three to five years. Emphasizes physical, intellectual, emotional, and social development. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1354 CHILD GROWTH AND DEVELOPMENT***

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1356 EMERGENT LITERACY FOR EARLY CHILDHOOD***

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD***

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 1359 CHILDREN WITH SPECIAL NEEDS***

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Three lecture hours, one lab hour per week.

Credit: 3 semester hours

***CDEC 1366 PRACTICUM-CHILD DEVELOPMENT AND EARLY CHILDHOOD***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. One lecture hour, twenty lab hours per week.

Credit: 3 semester hours

***CDEC 1417 CHILD DEVELOPMENT ASSOCIATE TRAINING I***

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. Three lecture hours, four lab hours per week.

Credit: 3 semester hours

***CDEC 2304 CHILD ABUSE & NEGLECT***

Methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. Includes methods of referral to public and private agencies that deal with investigation and treatment. Three lecture hours.

Credit: 3 semester hours

***CDEC 2307 MATH AND SCIENCE FOR EARLY CHILDHOOD***

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***CDEC 2315 DIVERSE CULTURAL/MULTILINGUAL EDUCATION***

An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I***

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Three lecture hours, one lab hour per week.

Credit: 3 semester hours

***CDEC 2341 THE SCHOOL AGE CHILD***

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques. Three lecture hours per week.

Credit: 3 semester hours

***CDEC 2366 PRACTICUM-CHILD DEVELOPMENT AND EARLY CHILDHOOD***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. One lecture hour, twenty lab hours per week.

Credit: 3 semester hours

***CDEC 2422 CHILD DEVELOPMENT ASSOCIATE TRAINING II***

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy learning environment, self, social and guidance. Three lecture hours, four lab hours per week.

Credit: 3 semester hours

***CDEC 2424 CHILD DEVELOPMENT ASSOCIATE TRAINING III***

A continuation of the study for the requirements for the Child Development Associate National Credential (CAN). The four functional areas of study are creative, cognitive, physical, and communication. Three lecture hours, four lab hours per week.

Credit: 3 semester hours



## ***COSMETOLOGY***

### ***CSME 1401 ORIENTATION TO COSMETOLOGY***

An overview of the skills and knowledge necessary for the field of Cosmetology. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

### ***CSME 1405 FUNDAMENTALS OF COSMETOLOGY***

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

### ***CSME 1410 INTRO IN HAIRCUTTING & RELATED THEORY***

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

### ***CSME 1434 COSMETOLOGY INSTRUCTOR I***

The fundamentals of instructing cosmetology students. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

Pre requisite: Current Texas License

### ***CSME 1435 ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY***

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

### ***CSME 1443 MANICURING & RELATED THEORY***

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

### ***CSME 1447 PRINCIPLES OF SKIN CARE/FACIALS***

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. One lecture hour, eight lab hours per week.

Credit: 4 semester hours

### ***CSME 1451 ARTISTRY OF HAIR THEORY AND PRACTICE***

Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

***CSME 1453 CHEMICAL REFORMATION & THEORY***

Presentation of the theory and practice of chemical reformation. Topics include terminology application and work place competencies related to chemical reformation. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

***CSME 2237 ADVANCED COSMETOLOGY TECHNIQUES***

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Eight lab hours per week.

Credit: 2 semester hours

***CSME 2343 SALON DEVELOPMENT***

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping. One lecture hour, five lab hours per week.

Credit: 3 semester hours

***CSME 2401 PRINCIPLES OF HAIR COLORING AND RELATED THEORY***

Presentation of the theory practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

***CSME 2414 COSMETOLOGY INSTRUCTOR II***

A continuation of the fundamentals of instructing cosmetology students. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

***CSME 2415 COSMETOLOGY INSTRUCTOR III***

Presentation of lesson plan assignments and evaluation techniques. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

***CSME 2444 COSMETOLOGY INSTRUCTOR IV***

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

***CSME 2445 INSTRUCTIONAL THEORY AND CLINIC OPERATION***

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

***CSME 2541 PREPARATION FOR T.C.C. EXAM***

Preparation for the state licensing exam. Theory, techniques, and application relating to the curriculum for the completion of the T.C.C. written and practical exam. Three lecture hours, five lab hours per week.

Credit: 5 semester hours

## ***CRIMINAL JUSTICE***

### ***CJCR 1304 PROBATION AND PAROLE***

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Three lecture hours per week.

Credit: 3 semester hours

### ***CJLE 1111 BASIC FIREARM TRAINING***

Instruction on firearm safety, cleaning, and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. One lecture hour per week.

Credit: 1 semester hour

### ***CJLE 1249 INTERMEDIATE ARREST, SEARCH AND SEIZURE***

Probable cause; detention and arrest; exceptions to search warrant requirements; principles of preparing valid search warrants; pretrial suppression hearings; and civil liability for improper arrests, searches, and seizures. Three lecture hours per week.

Credit: 3 semester hours

### ***CJLE 1333 TRAFFIC LAW AND INVESTIGATIONS***

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision. Three lecture hours per week.

Credit: 3 semester hours

### ***CJLE 1345 INTERMEDIATE CRIME SCENE INVESTIGATION***

Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Three lecture hours per week.

Credit: 3 semester hours

### ***CJSA 1325 CRIMINOLOGY***

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation. Three lecture hours per week.

Credit: 3 semester hours

### ***CJSA 1348 ETHICS IN CRIMINAL JUSTICE***

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties and correctional policies. Three lecture hours per week.

Credit: 3 semester hours

***CJSA 1393 SPECIAL TOPICS/SPANISH FOR LAW ENFORCEMENT***

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Three lecture hours per week.

Credit: 3 semester hours

***CJSA 2331 CHILD ABUSE, PREVENTION AND INVESTIGATION***

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law and conduct case studies. Three lecture hours per week.

Credit: 3 semester hours

***CJSA 2334 CONTEMPORARY ISSUES IN CRIMINAL JUSTICE***

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Three lecture hours per week.

Credit: 3 semester hours

***CJSA 2335 FIRST LINE POLICE SUPERVISION***

Development of supervision techniques and practices for the first-line supervisor and development of desirable traits of a supervisor with emphasis on individual and group leadership. Special emphasis on the balance between the individual and the organization. Three lecture hours per week.

Credit: 3 semester hours

***CJSA 2388 INTERNSHIP-CRIMINAL JUSTICE/SAFETY STUDIES***

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Zero lecture hours, zero lab hours, ten external hours per week.

Credit: 3 semester hours

***CRIJ 1301\*/CJSA 1322 INTRODUCTION TO CRIMINAL JUSTICE***

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement court system; prosecution and defense. Trial process; corrections. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 1306/CJSA 1313 COURT SYSTEMS AND PRACTICES***

The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process. Types and rules of evidence and sentencing. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 1307/CJSA 1312 CRIME IN AMERICA***

American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crimes. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 1310/CJSA 1327 FUNDAMENTALS OF CRIMINAL LAW***

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties, using Texas statutes as illustrations; criminal responsibility. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 1313/CJSA 1317 JUVENILE JUSTICE***

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 2301/CJCR 2324 COMMUNITY RESOURCES IN CORRECTION***

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 2313/CJCR 1307 CORRECTIONAL SYSTEMS & PRACTICES***

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization. Treatment and rehabilitation; current and future issues. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 2314/CJSA 1342 CRIMINAL INVESTIGATION***

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 2323/CJSA 2300 LEGAL ASPECTS OF LAW ENFORCEMENT***

Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability. Three lecture hours per week.

Credit: 3 semester hours

***CRIJ 2328/CJSA 1359 POLICE SYSTEMS & PRACTICES***

The police profession; organization of law enforcement systems. The police role; police discretion; ethics; police-community interaction; current and future issues. Three lecture hours per week.

Credit: 3 semester hours

***HMSY 1337 INTRODUCTION TO HOMELAND SECURITY***

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues. Three lecture hours per week.

Credit: 3 semester hours

***HMSY 1342 UNDERSTANDING AND COMBATING TERRORISM***

Study of terrorism and reasons why America is a terrorist target. Includes methods of terrorism, domestic and international terrorism, Islam and Radical Islam, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist and organized crime's impact on terrorism. Three lecture hours per week.

Credit: 3 semester hours

***HMSY 1343 WEAPONS OF MASS DESTRUCTION***

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction. Three lecture hours per week.

Credit: 3 semester hours

***HMSY 1391 SPECIAL TOPICS IN HOMELAND SECURITY***

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Three lecture hours per week.

Credit: 3 semester hours

***HMSY 2337 MANAGING A UNIFIED INCIDENT COMMAND***

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios. Three lecture hours per week.

Credit: 3 semester hours

***ECONOMICS***

***ECON 1301 INTRODUCTION TO ECONOMICS\****

A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes and consumer protection. Emphasis is placed on the role of man in relation to his economic environment and the decisions which must be made in the conduct of individual and collective economic activity. Consideration is given to the market system, national income accounting, and policy development. Three lecture hours per week. (This course is designed for non-business, economics or finance majors and will not replace ECON 2301 or ECON 2302).

Credit: 3 semester hours

***ECON 2301 PRINCIPLES OF ECONOMICS (MACROECONOMICS)\****

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economic systems. Attention given to the application of economic principles to economic problems. Three lecture hours per week.

Credit: 3 semester hours

***ECON 2302 PRINCIPLES OF ECONOMICS (MICROECONOMICS)\****

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economic systems. Attention given to the application of economic principles to economic problems. Three lecture hours per week.

Credit: 3 semester hours

***EDUCATION***

***EDUC 1300 LEARNING FRAMEWORK***

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Three lecture hours per week.

Credit: 3 semester hours

***EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION***

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; opportunities to participate in field observations with diverse student populations, and support from college and school faculty. The course is an introduction to and analysis of the culture of schooling and classrooms. Includes a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture hours; one lab hour per week.

Credit: 3 semester hours

Prerequisites: Sophomore standing; Pass THEA; Admission to the CJC Teacher Education Program

***EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS***

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on

factors that facilitate learning. The course will provide opportunities for students to participate in field observations of P-12 special populations including a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture hours; one lab hour per week.

Credit: 3 semester hours

Prerequisite: EDUC 1301

## ***ENGLISH***

### ***ENGL 0302 DEVELOPMENTAL WRITING II***

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. Will not count towards a degree. Three lecture hours.

Credit: 3 semester hours

### ***ENGL 0303 DEVELOPMENTAL WRITING III***

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. Will not count towards a degree. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: A grade of 'C' or better in ENGL 0302 or test placement

### ***ENGL 0311 DEVELOPMENTAL COMPOSITION FOR NON-NATIVE SPEAKERS***

Principles and techniques of composition and reading. Open only to non-native speakers. Will not count toward a degree. Does not necessarily result in transferable credit. Three lecture hours per week.

Credit: 3 semester hours

### ***ENGL 1301 COMPOSITION I\****

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. Three lecture hours per week.

Credit: 3 semester hours

### ***ENGL 1302 COMPOSITION II\****

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. ENGL 1302 is the continuation of the skills mastered in ENGL 1301. Research paper required. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: ENGL 1301. Students who make a grade of 'D' in ENGL 1301 are *strongly* discouraged from taking ENGL 1302. A grade of 'C' or better in ENGL 1301 indicates better preparedness for 1302, the next course in the ENGL sequence.

### ***ENGL 2307 CREATIVE WRITING I\****

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama. Three lecture hours per week.

Credit: 3 semester hours



***ENGL 2311 TECHNICAL & BUSINESS WRITING\****

Principles, techniques, and skills needed for college level scientific, technical, or business writing. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: ENGL 1301

***ENGL 2321 BRITISH LITERATURE (SINGLE-SEMESTER COURSE)\****

Selected significant works of British literature. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2321 should not also take ENGL 2322 or 2323. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2322 BRITISH LITERATURE I\****

Selected significant works of British literature from the Anglo-Saxon period through the eighteenth century. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2322 should not also take ENGL 2321. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2323 BRITISH LITERATURE II\****

Selected significant works of British literature from the eighteenth century through the twenty-first century. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2323 should not also take ENGL 2321. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2326 AMERICAN LITERATURE (SINGLE-SEMESTER COURSE) \****

Selected significant works of American literature. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2326 should not also take ENGL 2327 or ENGL 2328. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2327 AMERICAN LITERATURE I\****

Selected significant works of American literature from the pre-revolutionary era through the late 1800s. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2327 should not also take ENGL 2326. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2328 AMERICAN LITERATURE II\****

Selected significant works of American literature from the late 1800s through the twenty-first century. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2328 should not also take ENGL 2326. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2331 WORLD LITERATURE (SINGLE-SEMESTER COURSE)\****

Selected significant works of world literature. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2331 should not also take ENGL 2332 or ENGL 2333. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2332 WORLD LITERATURE I\****

Selected significant works of world literature. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2332 should not also take ENGL 2331. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2333 WORLD LITERATURE II\****

Selected significant works of world literature. May include study of movements, schools, or periods. Research or critical paper required. For repeatability purposes, students who take ENGL 2333 should not also take ENGL 2331. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2341 FORMS OF LITERATURE (SINGLE-SEMESTER COURSE)\****

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Research or critical paper required. For repeatability purposes, students who take ENGL 2341 should not also take ENGL 2342 or ENGL 2343. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2342 FORMS OF LITERATURE I\****

The study of one or more literary genres, including but not limited to poetry, fiction, drama, and film. Research or critical paper required. For repeatability purposes, students who take ENGL 2342 should not also take ENGL 2341. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2343 FORMS OF LITERATURE II\****

The study of one or more literary genres, including but not limited to poetry, fiction, drama, and film. Research or critical paper required. For repeatability purposes, students who take ENGL 2343 should not also take ENGL 2341. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***ENGL 2389 ACADEMIC COOPERATIVE\****

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of English language and literature. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: ENGL 1301 & ENGL 1302

***FIRE TECHNOLOGY***

***FIRT 1303 FIRE AND ARSON INVESTIGATOR I***

Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1307 FIRE PREVENTION CODES AND INSPECTION***

Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1309 FIRE ADMINISTRATION I***

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1315 HAZARDOUS MATERIALS I***

The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1323 BUILDING CODES***

Survey of model codes used nationally to develop understanding of the interrelationships of building construction, occupancy, and related safety issues. Topics include Underwriters Laboratory (U.L.) listings and Factory Mutual (F.M) Approvals. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1327 BUILDING CONSTRUCTION IN THE FIRE SERVICE***

Components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1329 BUILDING CODES AND CONSTRUCTION***

Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1331 FIREFIGHTING STRATEGIES AND TACTICS I***

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1333 FIRE CHEMISTRY I***

Chemical nature and properties of inorganic compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1338 FIRE PROTECTION SYSTEMS***

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1342 FIRE OFFICER I***

Requirements for Fire Officer I certification as established by the Texas Commission on Fire Protection. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1343 FIRE OFFICER II***

Requirements for Fire Officer II certification as established by the Texas Commission on Fire Protection. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1349 FIRE ADMINISTRATION II***

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1353 LEGAL ASPECTS OF FIRE PROTECTION***

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 1408 FIRE INSPECTOR I***

Fire inspection including rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire Protection. Two lecture hours per week, four laboratory hours per week.

Credit: 3 semester hours

***FIRT 2305 FIRE INSTRUCTOR I***

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the Texas Commission on Fire Protection requirements for Fire Instructor I certification. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 2307 FIRE INSTRUCTOR II***

Development of individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments. Includes techniques for supervision and coordination of activities of other instructors to meet Texas Commission on Fire Protection requirements for Fire Instructor II certification. Three lecture hours per week.

Credit: 3 semester hours

***FIRT 2309 FIREFIGHTER STRATEGIES AND TACTICS I***

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. Three lecture hours per week.

Credit: 3 semester hours

***FRENCH***

***FREN 1411 BEGINNING FRENCH I\****

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

***FREN 1412 BEGINNING FRENCH II\****

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

Prerequisite: FREN 1411

***FREN 2311 INTERMEDIATE FRENCH I\****

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: FREN 1412 or advanced standing by examination

***FREN 2312 INTERMEDIATE FRENCH II\****

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: FREN 2311

***GEOLOGY***

***GEOL 1403 PHYSICAL GEOLOGY\****

Principles of physical and historical geology. Study of the Earth's composition, structure, and internal and external processes. Includes the geologic history of the Earth and the evolution of life. Three lecture hours, three laboratory hours per week.

Credit: 4 semester hours

***GEOL 1404 HISTORICAL GEOLOGY\****

Principles of physical and historical geology. Study of the Earth's composition, structure, and internal and external processes. Includes the geologic history of the Earth and the evolution of life. Three lecture hours, three laboratory hours per week.

Credit: 4 semester hours

Prerequisite: None

***GERMAN***

***GERM 1411 BEGINNING GERMAN I\****

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

***GERM 1412 BEGINNING GERMAN II\****

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

Prerequisite: GERM 1411

***GERM 2311 INTERMEDIATE GERMAN I\****

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours.

Credit: 3 semester hours

Prerequisite: GERM 1412 or advanced standing by examination

***GOVERNMENT***

***GOVT 2305 FEDERAL GOVERNMENT\****

Introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, political culture, the United States Constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies. Three lecture hours per week.

Credit: 3 semester hours

***GOVT 2306 TEXAS GOVERNMENT\****

Introduction to the theory and practice of politics and government in America at the state and local levels, with special attention on Texas. Topics include political theory, state constitutions, federalism, political participation and elections, the institutions of government, the organization and purposes of local governments, and state and local public policy. Three lecture hours per week.

Credit: 3 semester hours

***HISTORY***

***HIST 1301 UNITED STATES HISTORY I\* (UNITED STATES HISTORY TO RECONSTRUCTION)***

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the time of discovery to the end of the Civil War. Three lecture hours per week.

Credit: 3 semester hours

***HIST 1302 UNITED STATES HISTORY II\* (UNITED STATES HISTORY FROM RECONSTRUCTION)***

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from Reconstruction to the present. Three lecture hours per week.

Credit: 3 semester hours

***HIST 2301 TEXAS HISTORY\****

Survey of Texas from the Spanish exploration to the present. Three lecture hours per week.

Credit: 3 semester hours

***HIST 2313 HISTORY OF ENGLAND I\****

Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1688. Three lecture hours per week.

Credit: 3 semester hours

***HIST 2314 HISTORY OF ENGLAND II\****

Survey of the political, social, economic, military, cultural, and intellectual development of England from 1688 to the present. Three lecture hours per week.

Credit: 3 semester hours

***HIST 2321 WORLD CIVILIZATIONS I\****

Survey of ancient and medieval history with emphasis on Asian, African, and European cultures. Three lecture hours per week.

Credit: 3 semester hours

***HIST 2322 WORLD CIVILIZATIONS II\****

Survey of the modern history and culture of Asia, Africa, Europe, and the Americas. Three lecture hours per week.

Credit: 3 semester hours

***HUMANITIES***

***HUMA 2323 WORLD CULTURES***

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology. Three lecture hours per week.

Credit: 3 semester hours

***INDUSTRIAL TECHNOLOGY***

***BMGT 1482, 1483, 2482 COOPERATIVE EDUCATION-BUSINESS ADMINISTRATION & MANAGEMENT, GENERAL***

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component. One hour lecture, twenty one lab hours per week.

Credit: 4 semester hours

***CNBT 1416 CONSTRUCTION TECHNOLOGY I***

Introduction to site preparation foundations and form work, safety, tools, and equipment. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***CETT 1402 ELECTRICITY PRINCIPLES***

Principles of Electricity including proper use of test equipment, AC and DC circuits, and component theory and operation. Two hours lecture, four lab hours per week.

Credit: 4 semester hours



***DFTG 1409 BASIC COMPUTER AIDED DRAFTING***

An introduction to computer aided drafting. Emphasis is placed on set up; creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***ELPT 2419 PROGRAMMABLE LOGIC CONTROLLERS***

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. Two hours lecture, four hours lab per week.

Credit: 4 semester hours

***ENTC 1447 SAFETY AND ERGONOMICS***

Occupational Safety and Health Administration (OSHA) safety guidelines including electrical, chemical, and hazardous material safety. Ergonomic considerations to include repetitive motion, plant layout, and machine design. Industrial safety awareness, accident cost and prevention, and workman's compensation issues. Three lecture hours per week.

Credit: 3 semester hours

***HART 1407 REFRIGERATION PRINCIPLES***

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigerant components and safety. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***HART 1441 RESIDENTIAL AIR CONDITIONING***

A study of components, applications, and installation of mechanical air conditioning systems including operating condition, troubleshooting, repair, and charging of air conditioning systems. Two hours lecture, four hours lab per week.

***HART 2436 AIR CONDITIONING TROUBLESHOOTING***

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Two hours lecture, four hours lab per week.

Credit: 4 semester hours

Prerequisite: HART 2441 or approval of instructor

***HART 2441 COMMERCIAL AIR CONDITIONING***

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

Prerequisite: HART 1407

***HYDR 1445 HYDRAULICS AND PNEUMATICS***

Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***IEIR 1410 MOTOR CONTROLS***

General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

Prerequisite CETT 1402

***PFPB 1421 PLUMBING MAINTENANCE AND REPAIR***

Instruction in the practices and procedures employed by a plumber in the usual and unusual service work in the field of residential plumbing repairs including public relations. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***SEST 1441 BOILER-OPERATIONS, INSTALLATION & MAINTENANCE***

Safe installation, operation and maintenance procedures for boilers including total boiler analysis for maximum performance and efficiency of each system. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***WDWK 1313 CABINET MAKING***

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Finishing techniques include proper sanding, sealing, staining, and finishing techniques. One lecture hour, four lab hours per week.

Credit: 3 semester hours

***WLDG 1412 INTRODUCTION TO FLUX CORED ARC WELDING (FCAW)***

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***WLDG 1413 INTRODUCTION TO BLUEPRINT READING FOR WELDERS***

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION***

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS***

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (GMAW)***

A study of the principles of gas metal arc welding, set up and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421 Intro to Welding Fundamentals or approval of instructor

***WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW)***

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421 Intro to Welding Fundamentals

***WLDG 1435 INTRODUCTION TO PIPE WELDING***

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G welds using various electrodes. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421 Intro to Welding Fundamentals

***KINESIOLOGY***

***KINE 1101 PHYSICAL TRAINING FOR FRESHMEN\****

Instruction and participation in physical and recreational activities including: basketball, badminton, baseball, bowling, football, golf, racquetball, softball, volleyball, athletic training, or physical fitness. Three lab hours each week.

Credit: 1 semester hour

***KINE 1102 PHYSICAL TRAINING FOR FRESHMEN\****

A continuation of KINE 1101. Three lab hours each week.

Credit: 1 semester hour

***KINE 1145 RECREATIONAL DANCE***

Instruction and participation in folk, social, tap, or other dance forms. Enrollment limited to the Wrangler Belles. May be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

***KINE 1253 LIFEGUARD TRAINING\****

Participation and instruction in advanced aquatic activities. One lecture hour and three lab hours per week.

Credit: 2 semester hours

Prerequisites: demonstrated swimming skills

***KINE 1301 INTRODUCTION TO PHYSICAL FITNESS & SPORT\****

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Three lecture hours per week.

Credit: 3 semester hours

***KINE 1304 PERSONAL/COMMUNITY HEALTH I\****

Investigation of the principles and practices in relation to personal and community health. Three lecture hours per week.

Credit: 3 semester hours

***KINE 1306 FIRST AID\****

Instruction in and practice of first aid techniques. Three lecture hours per week.

Credit: 3 semester hours

***KINE 1308 SPORTS OFFICIATING I\****

Instruction in rules, interpretation, and the mechanics of officiating selected sports. Three lecture hours per week.

Credit: 3 semester hours

***KINE 1321 COACHING /SPORTS/ATHLETICS I\****

Study of the history, theories, philosophies, rules, and terminology of competitive sports. This course emphasizes the coaching techniques for football and basketball. Three lecture hours per week.

Credit: 3 semester hours

***KINE 1322 COACHING /SPORTS/ATHLETICS II\****

Study of the history, theories, philosophies, rules, and terminology of competitive sports. This course emphasizes the coaching techniques for baseball. Three lecture hours per week.

Credit: 3 semester hours

***KINE 1336 SPORT AND RECREATION MANAGEMENT I\****

Fundamental theory and concepts of college recreational activities with emphasis on programs, planning, and leadership. Three lecture hours per week.

Credit: 3 semester hour

***KINE 1337 SPORT AND RECREATION MANAGEMENT II\****

Fundamental theory and concepts of college recreational activities with emphasis on programs, planning, and leadership. Three lecture hours per week.

Credit: 3 semester hour

***KINE 1346 DRUG USE AND ABUSE\****

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. Three lecture hours per week.

Credit: 3 semester hour

***KINE 2101 PHYSICAL TRAINING FOR SOPHOMORES\****

Instruction and participation in physical and recreational activities including: basketball, badminton, baseball, bowling, football, golf, racquetball, softball, volleyball, athletic training, or physical fitness. Three lab hours each week.

Credit: 1 semester hour

***KINE 2102 PHYSICAL TRAINING FOR SOPHOMORES\****

A continuation of Kinesiology 2101. Three lab hours per week.

Credit: 1 semester hour

***KINE 2145 RECREATIONAL DANCE***

Instruction and participation in folk, social, tap, or other dance forms. Enrollment limited to the Wrangler Belles. May be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

***KINE 2356 CARE AND PREVENTION OF ATHLETIC INJURIES***

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. Three lecture hours per week.

Credit: 3 semester hours

***MANAGEMENT***

***BMGT 1305 COMMUNICATIONS IN MANAGEMENT***

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Three lecture hours per week.

Credit: 3 semester hours

***BMGT 1327 PRINCIPLES OF MANAGEMENT***

Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours per week.

Credit: 3 semester hours

***BMGT 1344 NEGOTIATIONS AND CONFLICT MANAGEMENT***

Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver. Three lecture hours per week.

Credit: 3 semester hours

***BMGT 1391 SPECIAL TOPICS IN BUSINESS ADMINISTRATION MANAGEMENT AND GENERAL TOPICS***

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Credit: 3 semester hours

***BMGT 1482, 1483, 2482 COOPERATIVE EDUCATION***

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the College, employer, and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. One lecture hour, twenty-one lab hours per week.

Credit: 4 semester hours

***BMGT 2305 ADVANCED COMMUNICATIONS IN MANAGEMENT***

A study of advanced principles of oral and written communications for managers. Three lecture hours per week.

Credit: 3 semester hours

***BMGT 2309 LEADERSHIP***

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify. Three lecture hours per week.

Credit: 3 semester hours

***BMGT 2311 MANAGEMENT OF CHANGE***

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style.

Credit: 3 semester hours

***BMGT 2347 CRITICAL THINKING AND PROBLEM SOLVING***

Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a term environment.

Credit: 3 semester hours

***BMGT 2431 PRINCIPLES OF QUALITY MANAGEMENT***

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. Four lecture hours per week.

Credit: 4 semester hours

***BUSG 2309 SMALL BUSINESS MANAGEMENT***

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. Three lecture hours per week.

Credit: 3 semester hours

***HRPO 2301 HUMAN RESOURCE MANAGEMENT***

Behavioral and legal approaches to the management of human resources in organizations. Three lecture hours per week.

Credit: 3 semester hours

***HRPO 2307 ORGANIZATIONAL BEHAVIOR***

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Three lecture hours per week.

Credit: 3 semester hours

***IBUS 1305 INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE***

The techniques for entering the international market. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political/legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Three lecture hours per week.

Credit: 3 semester hours

***ITSC 1301 INTRODUCTION TO COMPUTERS***

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***ITSW 1304 INTRODUCTION TO SPREAD SHEETS***

Instruction in the concepts, procedures, and application of electronic spreadsheets. Two lecture hours, two lab hours per week

Credit: 3 semester hours

***ITSW 1307 INTRODUCTION TO DATABASES***

Introduction to database theory and the practical application of a database. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

***MRKG 1311 PRINCIPLES OF MARKETING***

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, and global issues; and description and analysis of the importance of marketing research. Three lecture hours per week.

Credit: 3 semester hours

## ***MATHEMATICS***

### ***MATH 0401 BASIC MATHEMATICS***

An introductory mathematics course designed to prepare students for elementary algebra; operations with whole numbers, fractions, mixed numbers, decimals, ratios, proportions, percents, integers; basic geometry including perimeter, circumference, area and volume; introduction to algebra including properties of real numbers, variables, substitution, and solving linear equations. This is a nontransferable course and will not count towards any degree. Three lecture hours and one lab hour per week.

Credit: 4 semester hours

### ***MATH 0402 ELEMENTARY ALGEBRA***

An introductory algebra course designed to prepare students for intermediate algebra; properties of real numbers; fundamental axioms and theorems of algebra, algebraic expressions, solving linear equations and inequalities, exponents and scientific notation, polynomials, factoring. This is a nontransferable course and will not count towards any degree. Three lecture hours and one lab hour per week.

Credit: 4 semester hours

Prerequisite: A grade of “C” or better in MATH 0301/0401 or test placement

### ***MATH 0303 INTERMEDIATE ALGEBRA***

A review of elementary algebra; linear equations and inequalities, polynomials, factoring, absolute value, rational expressions, radicals and rational exponents; the concept of a function, introduction to graphs, quadratic equations, systems of linear equations. This is a nontransferable course designed for students who are not well grounded in fundamentals of high school algebra; preparatory course for college algebra and will not count towards any degree. Three lecture hours and one lab hour per week.

Credit: 4 semester hours

Prerequisite: A grade of “C” or better in MATH 0302/0402 or test placement

### ***MATH 1314 COLLEGE ALGEBRA\****

Study of quadratics; polynomial, rational, radical, logarithmic, and exponential functions and equations; inequalities; systems of equations; progressions; sequences and series; and matrices and determinants. Selected topics from among permutations and combinations, variation, theory of equations, mathematical induction and probability; may not apply toward a major in math. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: High School Algebra I & II or a grade of “C” or better in MATH 0303/0403

### ***MATH 1316 PLANE TRIGONOMETRY\****

Trigonometric functions, identities, equations, and applications; may not apply toward a major in math. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: High School Algebra I & II or MATH 1314 or instructor consent



***MATH 1324 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES I (FINITE MATHEMATICS)\****

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: High School Algebra I & II or MATH 1314

***MATH 1325 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES II (BUSINESS CALCULUS)\****

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: MATH 1324 or MATH 1314

***MATH 1342 ELEMENTARY STATISTICS\****

Collection, presentation, analysis, and interpretation of data; probability; sampling; data distribution; hypothesis testing; linear regression and correlation; analysis of variance; utilization of statistical software. This course is not part of the CJC Core Curriculum and may not satisfy mathematics requirements for transfer students. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: High School Algebra I & II or a grade of “C” or better in MATH 0303

***MATH 1350 FUNDAMENTALS OF MATHEMATICS I\****

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is intended for students seeking elementary and middle grade (K-8) teacher certification and includes the foundational math concepts taught at the elementary and middle grade levels. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: MATH 1314 or equivalent

***MATH 1351 FUNDAMENTALS OF MATHEMATICS II\****

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. It includes the foundational math concepts taught at the elementary and middle grade levels. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: MATH 1350, MATH 1314 or equivalent

***MATH 2412 PRECALCULUS\****

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytic geometry; may not apply toward a major in

math. This course is intended to prepare students for the calculus sequence. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: High School Algebra I & II or MATH 1314

***MATH 2413 CALCULUS I WITH ANALYTICAL GEOMETRY\****

A study of real numbers, functions, limits, continuity, differentiation, applications of the derivative, Rolle's Theorem, Mean Value Theorem, antiderivatives, the definite integral, Fundamental Theorem, areas, volumes, arc length, work and pressure. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: High School Algebra I & II and Precalculus or MATH 1314 and MATH 1316/2412

***MATH 2414 CALCULUS II WITH ANALYTICAL GEOMETRY\****

Transcendental functions, harmonic motion, methods of integration, numerical methods, indeterminate forms, Taylor polynomials, sequences, series, polar coordinates, parametric equations, arc length, curvature, and surface area. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: MATH 2413

***MATH 2415 CALCULUS III WITH ANALYTICAL GEOMETRY\****

Vector algebra, vector calculus, arc length, curvature, multivariate calculus, partial derivatives, limits and continuity, differentials, directional derivatives, gradient, multiple integration, means, centroids, moments of inertia, line integrals, and Stokes' and Green's Theorems. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: MATH 2414

## ***MUSIC***

***MUAP 1117, 1217 WOODWIND INSTRUMENT\****

Individual instruction in flute, oboe, saxophone, clarinet, or bassoon; proficiency examination required of music majors upon entrance; may be repeated for credit. One or two lab hours per week.

Credit: 1 or 2 semester hours

***MUAP 1137, 1237 BRASS INSTRUMENT\****

Individual instruction in trumpet, French horn, trombone, baritone, or tuba; proficiency examination required of music majors upon entrance; may be repeated for credit. One or two lab hours per week.

Credit: 1 or 2 semester hours

***MUAP 1157, 1257 PERCUSSION\****

Individual instruction in snare drum, timpani, bells, or marimba; proficiency examination required of music majors upon entrance. One or two lab hours per week.

Credit: 1 or 2 semester hours

***MUAP 1165, 1265 ORGAN\****

Individual instruction; proficiency; proficiency examination required of music majors upon entrance; may be repeated for credit. One or two lab hours per week.

Credit: 1 or 2 semester hours

***MUAP 1169, 1269 PIANO\****

Individual instruction, proficiency examination required for music majors upon entrance; may be repeated for credit. One or two lab hours per week.

Credit: 1 or 2 semester hours

***MUAP 1181, 1281 VOICE\****

Individual instruction in singing; proficiency examination required of music majors upon entrance; may be repeated for credit. One or two lab hours per week.

Credit: 1 or 2 semester hours

***MUEN 1121 COLLEGE BAND\****

This course consists of marching band during the fall semester and concert band during the spring semester, with all the activities and commitments that are required of a college band. May be repeated for credit. Six lab hours per week.

Credit: 1 semester hour

***MUEN 1131 JAZZ BAND\****

Open to members of the College Band; selection by audition; performs “big band” and jazz as well as contemporary popular music; may be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

***MUEN 1132 PEP BAND\****

This course consists of a spirit based performance ensemble designed to help promote school spirit and enthusiasm especially at indoor athletic events. The ensemble is also used for promotional opportunities at area activities and assemblies. May be repeated for credit. Three lab hours per week and all home volleyball/basketball games during the school term.

Credit: 1 semester hour

***MUEN 1133 SPECIAL ENSEMBLES – INSTRUMENTAL\****

Select instrumental groups; performance includes country, popular, Dixieland, rock, and dramatic music; selection by audition; may be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

***MUEN 1134 CHAMBER ENSEMBLE\****

Meets during the Spring semester. This course consists of rehearsing and performing moderate to advance wind ensemble literature and is designed for the technically and musically proficient band student. May be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

Pre-requisite: Audition Only

***MUEN 1141 CJC SINGERS\****

A Vocal Ensemble of mixed voices; open to all students by audition. Strongly recommended for music majors and minors; may be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

***MUEN 1151 VOCAL ENSEMBLE\****

A select chamber vocal ensemble. Repertoire may include chamber music, madrigals, show Vocal Ensemble numbers. Students must be prepared for frequent performances and touring, including dance. May be repeated for credit. Two lab hours per week.

Credit: 1 semester hour

Prerequisite: Audition and instructor permission

***MUEN 1192 GUITAR CLASS I\****

Class instruction in the fundamental techniques of playing and teaching guitar.

Credit: 1 semester hour

Prerequisite: Must have guitar to bring to class

***MUEN 1193 GUITAR CLASS II\****

Class instruction in the fundamental techniques of playing and teaching guitar.

Credit: 1 semester hour

Prerequisite: Must have guitar to bring to class

***MUEN 1221 COLLEGE BAND\****

This course consists of marching band during the fall semester with all the activities and commitments that are required of a college band. Kinesiology credit granted for marching band. May be repeated for credit. Six lecture hours, three lab hours per week.

Credit: 2 semester hours

***MUEN 1251 VOCAL ENSEMBLE\****

A select chamber vocal ensemble. Repertoire may include chamber music, madrigals, show Vocal Ensemble numbers. Students must be prepared for frequent performances and touring, including dance. May be repeated for credit. Three lab hours per week.

Credit: 2 semester hours

Prerequisite: Audition and instructor permission

***MUSI 1116 ELEMENTARY SIGHT-SINGING AND AURAL SKILLS I***

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony. Beginning keyboard harmony. Two lab hours per week.

Credit: 1 semester hour

Co-requisite: MUSI 1311

***MUSI 1117 ELEMENTARY SIGHT-SINGING AND AURAL SKILLS II\****

Continued singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony. Harmonic progressions at the keyboard. Two lab hours per week.

Credit: 1 semester hour

Co-requisite: MUSI 1312

***MUSI 1301 FUNDAMENTALS OF MUSIC I\****

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Meets the requirements for elementary education majors. Three lecture hours per week.

Credit: 3 semester hours

***MUSI 1306 MUSIC APPRECIATION\****

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Three lecture hours per week.

Credit: 3 semester hours

***MUSI 1307 MUSIC LITERATURE\****

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Three lecture hours per week.

Credit: 3 semester hours

***MUSI 1311 MUSIC THEORY I\****

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Correlates with MUSI 1116, Elementary Sight-singing and Aural Skills. Three lecture/lab hours per week.

Credit: 3 semester hours

Co-requisite: MUSI 1116

***MUSI 1312 MUSIC THEORY II\****

Continued analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Correlated with MUSI 1117, Elementary Sight-singing and Aural Skills. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: MUSI 1117

***MUSI 2116 ADVANCED SIGHT-SINGING AND AURAL SKILLS I\****

Singing more difficult tonal music including modal, ethnic, and 20<sup>th</sup> century materials. Aural study, including dictation of more complex rhythm, melody chromatic harmony, and extended tertian structures. Two lab hours per week.

Credit: 1 semester hour

Co-requisite: MUSI 2311

***MUSI 2117 ADVANCED SIGHT-SINGING AND AURAL SKILLS II\****

Continuation of singing more difficult tonal music including modal, ethnic, and 20<sup>th</sup> century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Two lab hours per week.

Credit: 1 semester hour

Co-requisite: MUSI 2312

***MUSI 2311 MUSIC THEORY III\****

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20<sup>th</sup> century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Correlates with MUSI 2116, Advanced Sight-singing and Aural Skills. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: MUSI 2116

***MUSI 2312 MUSIC THEORY IV\****

Continuation of advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction of 20<sup>th</sup> century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Correlates with MUSI 2117, Advanced Sight-singing and Aural Skills. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: MUSI 2117

***NURSING***

***RNSG 1108 DOSAGE CALCULATIONS FOR NURSING***

Reading, interpreting and solving calculation problems encountered in the preparation of medications. Includes conversion of measurements within the apothecary, avoirdupois and metric system. This course lends itself to either a blocked or integrated approach.

Two lab hours per week.

Credit: 1 semester hour

***RNSG 1161 CLINICAL FOR RNSG 1523: FOR GENERIC ADN STUDENTS***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. For generic students. Four clinical hours per week.

Credit: 1 semester hour

Co-requisite: RNSG 1523; RNSG 1219

***RNSG 1219 INTEGRATED NURSING SKILLS I***

Study of the concepts and principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach. This course is for generic students. One lecture hour, four lab hours per week.

Credit: 2 semester hours

Co-requisite: RNSG 1523; RNSG 1161

***RNSG 1229 INTEGRATED NURSING SKILLS II***

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach. One lecture hour, two lab hours per week.

Credit: 2 semester hours

Co-requisite: RNSG 1108; RNSG 1301; RNSG 2504; RNSG 1360

***RNSG 1260 CLINICAL I – FOR LVN-ADN STUDENTS***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in basic workplace skills. This course builds upon the vocational nursing foundation. Assessment of vocational nursing skills are evaluated. Eight clinical hours per week

Credit: 2 semester hours

Co-requisite: RNSG 2402; RNSG 1229

***RNSG 1301 PHARMACOLOGY***

Introduction to the science of pharmacology with emphasis on the action, interactions, adverse effects and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: RNSG 1108

***RNSG 1360 CLINICAL FOR COMMON HC NEEDS***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Generic student. Twelve clinical hours per week.

Credit: 3 semester hours

Co-requisite: RNSG 2504; RNSG 1229; RNSG 1301; RNSG 1108

***RNSG 1523 INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS***

Introduction to the profession of nursing including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns. The application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment skills and professional values within a legal/ethical framework. This course is for generic students. Four lecture hours, two lab hours per week.

Credit: 5 semester hours

Co-requisite: RNSG 1219; RNSG 1161

***RNSG 2130 PROFESSIONAL NURSING REVIEW AND LICENSURE PREPARATION***

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. This course lends itself to either a blocked or integrated approach. One lecture hour and two lab hours per week.

Credit: 1 semester hour

Co-requisite: RNSG 2435; RNSG 2360

***RNSG 2160 CLINICAL FOR MENTAL HEALTH NURSING***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Generic Student. Four clinical hours per week.

Credit: 1 semester hour

***RNSG 2360 CLINICAL III***

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in basic workplace skills. This course emphasizes common changes and the varied health care needs of the chronically ill in regard to promotion of health, disease prevention and terminal illness. Sixteen clinical hours per week.

Credit: 3 semester hours

Co-requisites: RNSG 2130; RNSG 2435

***RNSG 2402 CONCEPTS OF NURSING PRACTICE III FOR ARTICULATING STUDENTS***

Provides the articulating student the opportunity to synthesize the roles of the professional nurse; application of a systematic problem solving process and critical thinking skills; focus on the care of patients throughout the life span with continued emphasis on leadership and management skills in the provision of care to small groups of adult clients and their families in multiple settings; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

Co-requisites: RNSG 1260; RNSG 1229



***RNSG 2414 INTEGRATED CARE OF CLIENT WITH COMPLEX HEALTH CARE NEEDS***

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills and professional hours within a legal/ethical framework. Three lecture hours, four lab hours per week.

Credit: 4 semester hours

Co-requisite: RNSG 2460

***RNSG 2435 INTEGRATED CLIENT CARE MANAGEMENT***

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Three lecture hours, two lab hours per week.

Credit: 4 semester hours

Co-requisite: RNSG 2360

***RNSG 2460 CLINICAL FOR COMPLEX HEALTH CARE NEEDS***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in basic workplace skills. Sixteen clinical hours per week.

Credit: 4 semester hours

Co-requisite: RNSG 2130; RNSG 2360

***RNSG 2504 INTEGRATED CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS***

Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. For generic students. Four lecture hours, three lab hours per week.

Credit: 5 semester hours

Co-requisite: RNSG 1108; RNSG 1229; RNSG 1301; RNSG 1360

***VNSG 1160 CLINICAL I***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Six clinical hours per week.

Credit: 1 semester hour

Co-requisite: VNSG 1304, VNSG 1423

***VNSG 1216 NUTRITION***

Introduction to nutrients and their role in proper growth and development and the maintenance of health. Two lecture hours per week.

Credit: 2 semester hours

***VNSG 1230 MATERNAL-NEONATAL NURSING***

Utilization of the nursing process in the assessment and management of childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Two lecture hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 2160, VNSG 1234, VNSG 2161

***VNSG 1234 PEDIATRICS***

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Two lecture hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 1230, VNSG 2160, VNSG 2161

***VNSG 1260 CLINICAL FOR MEDICAL-SURGICAL NURSING I***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 1429

***VNSG 1304 FOUNDATIONS OF NURSING***

Introduction to the nursing profession including history, standards of practice, legal and ethical issues and role of the vocational nurse. Topics include mental health, therapeutic and communication, cultural and spiritual diversity, nursing process, and holistic awareness. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: VNSG 1160, VNSG 1423

***VNSG 1405 HEALTH SCIENCE***

An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

***VNSG 1423 BASIC NURSING SKILLS***

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

Co-requisite: VNSG 1160, VNSG 1304

***VNSG 1429 MEDICAL SURGICAL NURSING I***

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Four lecture hours per week.

Credit: 4 semester hours

Co-requisite: VNSG 1260

***VNSG 1432 MEDICAL-SURGICAL NURSING II***

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings; four lecture hours per week.

Credit: 4 semester hours

Co-requisite: VNSG 2260

***VNSG 2160 CLINICAL FOR MATERNAL-NEONATAL NURSING***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Six clinical hours per week.

Credit: 1 semester hour

Co-requisite: VNSG 1230, VNSG 1234, VNSG 2161

***VNSG 2161 CLINICAL FOR PEDIATRIC NURSING***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Concepts of mental health, pharmacology, nutrition, nursing process and technical skills are emphasized. Six clinical hours per week.

Credit: 1 semester hour

Co-requisite: VNSG 1230, VNSG 2160, VNSG 1234

***VNSG 2260 CLINICAL FOR MEDICAL-SURGICAL NURSING II***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 1432

***VNSG 2261 CLINICAL FOR ADVANCED NURSING SKILLS***

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 2 semester hours  
Co-requisite: VNSG 2431

***VNSG 2431 ADVANCED NURSING SKILLS***

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Four lecture hours per week.

Credit: 4 semester hours  
Co-requisite: VNSG 2261

***PHILOSOPHY***

***PHIL 1301 INTRODUCTION TO PHILOSOPHY\****

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. Three lecture hours per week.

Credit: 3 semester hours

***PHIL 2306 INTRODUCTION TO ETHICS\****

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. Three lecture hours per week

Credit: 3 semester hours

***PHYSICS***

***PHYS 1317 PHYSICAL SCIENCE II***

Course designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Three lecture hours per week.

Credit: 3 semester hours  
Prerequisite: MATH 0303

***PHYS 1401 COLLEGE PHYSICS I\****

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours  
Prerequisite: MATH 1316 or high school physics or approval of chairperson

***PHYS 1402 COLLEGE PHYSICS II\****

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hour  
Prerequisite: PHYS 1401

***PHYS 1403 STARS AND GALAXIES\****

Study of stars, galaxies, and the universe outside our solar system. Three lecture hours, three laboratory hours per week.

Credit: 4 semester hours

***PHYS 1404 SOLAR SYSTEM\****

Study of the sun and its solar system, including its origin. Three lecture hours, three laboratory hours per week.

Credit: 4 semester hours

***PHYS 1415 PHYSICAL SCIENCE I\****

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0303

***PHYS 1417 PHYSICAL SCIENCE II\****

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0303

***PHYS 2425 UNIVERSITY PHYSICS I\****

Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 1314, MATH 1316 recommended or approval of chairperson

***PHYS 2426 UNIVERSITY PHYSICS II\****

Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism. A continuation of PHYS 2425. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: PHYS 2425

***PSYCHOLOGY***

***PSYC 2301 GENERAL PSYCHOLOGY\****

Survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. Three lecture hours per week.

Credit: 3 semester hours

***PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT\****

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: PSYC 2301

***PSYC 2319 SOCIAL PSYCHOLOGY\****

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Three lecture hours per week.

Credit: 3 semester hours

***READING***

***READ 0302 DEVELOPMENTAL READING II***

Fundamental reading skills to develop comprehension, vocabulary, and rate. Study skills and standardized testing skills are included. Will not count towards a degree. Two lecture hours, one lab hour per week.

Credit: 3 semester hours.

***READ 0303 DEVELOPMENTAL READING III***

Fundamental reading skills to develop comprehension, vocabulary, and rate. Study skills and standardized testing skills are included. Will not count towards a degree. Two lecture hours, one lab hour per week.

Credit: 3 semester hours

Prerequisite: Grade of 'C' or better in READ 0302 or test placement

***REAL ESTATE***

***RELE 1303 REAL ESTATE APPRAISAL***

A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1307 REAL ESTATE INVESTMENT***

Characteristics of real estate investments. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1309 REAL ESTATE LAW***

Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1311 LAW OF CONTRACTS***

Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1315 PROPERTY MANAGEMENT***

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1319 REAL ESTATE FINANCE***

An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial investments, equal credit opportunity laws affecting mortgage lending and the state housing agency. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1321 REAL ESTATE MARKETING***

A study of real estate professionalism and ethics; characteristics of successful salespersons. Time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act and commercial code. Three lecture hours per week.

Credit: 3 semester hours

***RELE 1325 REAL ESTATE MATHEMATICS***

Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration and estimation of closing statements. Three lecture hours per week

Credit: 3 semester hours

***RELE 1406 PRINCIPLES OF REAL ESTATE***

Overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing, discrimination, housing credit discrimination and community reinvestment. Fulfills the 60-hour requirement for salesperson license. Four lecture hours per week.

Credit: 4 semester hours

***RELE 2301 LAW OF AGENCY***

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. Three lecture hours per week

Credit: 3 semester hours

***RELE 2331 REAL ESTATE BROKERAGE***

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. Three lecture hours per week.

Credit: 3 semester hours

***RELE 2389 INTERNSHIP - REAL ESTATE***

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

Credit: 3 semester hours

***SOCIOLOGY***

***SOCI 1301 INTRODUCTORY SOCIOLOGY\****

Introduction to the concepts and principles used in the study of group life, social institutions and social processes. Three lecture hours per week.

Credit: 3 semester hours

***SOCI 1306 SOCIAL PROBLEMS\****

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. Three lecture hours per week.

Credit: 3 semester hours

***SOCI 2301 MARRIAGE AND THE FAMILY\****

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. Three lecture hours per week.

Credit: 3 semester hours

***SPANISH***

***SPAN 1411 BEGINNING SPANISH I\****

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

***SPAN 1412 BEGINNING SPANISH II\****

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

Prerequisite: SPAN 1411



***SPAN 2311 INTERMEDIATE SPANISH I\****

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: SPAN 1412 or advanced standing by examination

***SPAN 2312 INTERMEDIATE SPANISH II\****

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: SPAN 2311

***SPEECH***

***SPCH 1315 PUBLIC SPEAKING\****

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. Three lecture hours per week.

Credit: 3 semester hours

***SPCH 1321 BUSINESS & PROFESSIONAL COMMUNICATION\****

The application of theories and practice of speech communication as applied to business and professional situations. Three lecture hours per week.

Credit: 3 semester hours

***THEATRE***

***DRAM 1220 THEATRE PRACTICUM I\****

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 2 semester hours

***DRAM 1221 THEATRE PRACTICUM II\****

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 2 semester hours

Prerequisite: DRAM 1220

***DRAM 1310 INTRODUCTION TO THEATRE\****

Survey of all phases of theatre including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. Three lecture hours.

Credit: 3 semester hours

***DRAM 1330 STAGECRAFT I\****

Study and application of visual aesthetics of design which may include the physical theatre, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

***DRAM 1341 STAGE MAKE UP\****

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

***DRAM 1351 ACTING I\****

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Introduction to techniques of stage speech and movement, pantomime, and character analysis; participation in lab and department productions. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

***DRAM 1352 ACTING II\****

Continued development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Study with practical experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: DRAM 1351

***DRAM 2121 THEATRE PRACTICUM IV\****

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 1 semester hours

Prerequisite: DRAM 2220

***DRAM 2220 THEATRE PRACTICUM III\****

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 2 semester hours

Prerequisite: DRAM 1221

***DRAM 2331 STAGECRAFT II\****

Continued study and application of visual aesthetics of design which may include the physical theatre, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Continuation of DRAM 1330; introduces theory and practical experience in areas of technical designs. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: DRAM 1330

***DRAM 2366 DEVELOPMENT OF THE MOTION PICTURE I***

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, historical growth and sociological effect of film as an art. Three lecture hours per week.

Credit: 3 semester hours

***WELDING***

***WLDG 1412 INTRODUCTION TO FLUX CORED ARC WELDING (FCAW)***

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***WLDG 1413 INTRODUCTION TO BLUEPRINT READING FOR WELDERS***

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

***WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION***

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Two lecture hours, four lab hours per week

Credit: 4 semester hours

***WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS***

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes, and basic metallurgy. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

***WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (GMAW)***

A study of the principles of gas metal arc welding, set up and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421

***WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW)***

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421

***WLDG 1435 INTRODUCTION TO PIPE WELDING***

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G welds using various electrodes. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421

## **WORKFORCE EDUCATION/ CONTINUING EDUCATION**

Cisco Junior College is committed to enriching the lives of its students and communities through quality educational programs and services to all those interested in pursuing lifelong learning opportunities. CJC delivers an array of innovative programs and courses through a variety of individual formats that are flexible, diverse and responsive to the needs of its public, private and corporate citizens.

Workforce Education/Continuing Education programs range from intensive instruction in skills necessary to employment at the entry level to extending or upgrading the skills and knowledge of persons already employed who need additional training or retraining to achieve stability or advancement in their employment. Customized courses are available to meet specific employer needs. Programs for personal growth and development are also available. Continuing Education Units (CEUs) are awarded upon satisfactory completion of certain programs.

Instructors who teach in Workforce Education/Continuing Education programs are highly trained in their fields and subjects. They are chosen with particular emphasis on their knowledge of the subjects and ability to teach and guide others to develop their maximum potential.



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*NOTES*



*NOTES*





*NOTES*



**CISCO JUNIOR COLLEGE  
RESIDENCE HALL APPLICATION**

**PROCEDURE**

1. Complete and return with a \$100.00 deposit. A room will not be reserved without a deposit. Make check or money order payable to Cisco Junior College. **No** cash. Grants, student loans, or scholarships **cannot** be used for deposit.
2. Notify CJC if you need to cancel your room reservation. Requests for refunds must be in writing. The deposit will be applied toward any unpaid balances.
3. Fill in all blanks and print legibly.
4. Return application and deposit to Housing Office, Cisco Junior College, 101 College Heights, Cisco, TX 76437.
5. Complete admission requirements to the College.

**Please Print**

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Last Name	First	Middle	Social Security Number
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Address	City	State	Zip Code
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Telephone No.	E-mail Address
---------------	----------------

Male    Female                      Age \_\_\_\_\_    Date of Birth \_\_\_\_\_

Semester and Year applying:    Fall    Spring                      Year: \_\_\_\_\_

Classification:     Freshman     Sophomore     Transfer

Will you be a member of one of the following organizations?  
(Prior approval from Coach/Director required.)

- |   |   |   |                                 |
|---|---|---|---------------------------------|
| <input type="checkbox"/> Football         | <input type="checkbox"/> Agriculture    | <input type="checkbox"/> Women's Basketball | <input type="checkbox"/> Band   |
| <input type="checkbox"/> Men's Baseball   | <input type="checkbox"/> Cheerleader    | <input type="checkbox"/> Women's Volleyball | <input type="checkbox"/> Drama  |
| <input type="checkbox"/> Athletic Trainer | <input type="checkbox"/> Women's Soccer | <input type="checkbox"/> Women's Soccer     | <input type="checkbox"/> Belles |

Other (specify): \_\_\_\_\_

Do you have a chronic or physical disability that requires special diet or treatment?

If yes, please explain: \_\_\_\_\_

---

In case of emergency, please notify: \_\_\_\_\_

Name	Relationship
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Home phone	Work phone	Cell Phone
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Illness or injuries that an attending physician should know: \_\_\_\_\_

Current medications: \_\_\_\_\_

Drug allergies: \_\_\_\_\_

Automobile \_\_\_\_\_

Year

Make

Model

Color

License Plate No. (*required*)

In order to help us select the best roommate for you, please answer the following. Please note that you may request a specific person as a roommate.

Major \_\_\_\_\_ High School \_\_\_\_\_

Hobbies \_\_\_\_\_  Smoke  Non-smoker

Preferred Music \_\_\_\_\_

Study Habits \_\_\_\_\_

Personal Goals \_\_\_\_\_

Name of roommate desired \_\_\_\_\_

Arrangements to pay for room and board must be made prior to registration.

If withdrawal occurs during a semester, no refund will be made for room rent after 30 days. However, the board charge will be refunded on a pro rata basis computed to the end of the week when the official withdrawal is completed.

It is the policy of CJC to provide equal employment, admission, and educational opportunities without regard to race, color, religion, national origin, sex, age, or disability. CJC provides separate residence halls for men and women residents. No married student housing is provided.

Please read the following prior to affixing your signature at the bottom of the application.

While a resident student at CJC, I agree to conduct myself in a manner acceptable in an educational environment and polite society. I understand that the College has dormitory rules and regulations. I agree to abide by the rules and regulations of the College as set forth in the Dormitory Handbook and Student Handbook. I understand that an infraction of the College policy will result in an appropriate disciplinary action that may include the immediate eviction from campus housing (without refund) and the refusal of future dormitory residency. If under eighteen years of age, parent or legal guardian must sign.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

***CISCO JUNIOR COLLEGE HEALTH CERTIFICATE  
INTERCOLLEGIATE ATHLETIC PARTICIPANTS***

*Please Print or Type*

---

Last Name                      First                      Middle

---

Home Address                      City                      State                      Zip Code

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Telephone No.                      E-mail Address

Male     Female                      Age \_\_\_\_\_    Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Phone \_\_\_\_\_

Physician's Name \_\_\_\_\_

Phone \_\_\_\_\_

Is general health good? \_\_\_\_\_

If not, give details: \_\_\_\_\_

Disabilities? \_\_\_\_\_

If so, give details: \_\_\_\_\_

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Recommended for physical education activity                       Yes     No

IMMUNIZATIONS: (Required by state law)

Diphtheria/Tetanus (*Last dose or booster within the past 10 years*) Date \_\_\_\_\_

Polio (*Under 19 years of age, one dose since 4<sup>th</sup> birthday*) Date \_\_\_\_\_

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**PHYSICAL EXAMINATION:**

*(Necessary for those intending to participate in intercollegiate athletics.)*

Height \_\_\_\_\_

Weight \_\_\_\_\_

Head, face, neck and scalp \_\_\_\_\_

Nose \_\_\_\_\_

Mouth and throat \_\_\_\_\_

Ears \_\_\_\_\_

Eyes \_\_\_\_\_

Lungs and chest \_\_\_\_\_

Blood Pressure \_\_\_\_\_

Abdomen \_\_\_\_\_

Anus \_\_\_\_\_

Pulse \_\_\_\_\_

Extremities \_\_\_\_\_

G.U. System \_\_\_\_\_

Cardio-Vascular System \_\_\_\_\_

Emotional Stability \_\_\_\_\_

\_\_\_\_\_ M.D.

(Signature of Physician)

Address \_\_\_\_\_

Date of Examination \_\_\_\_\_

Mail to:

Athletic Director  
Cisco Junior College  
101 College Heights  
Cisco, TX 76437